



# Ingenium

Canada's Museums of Science and Innovation  
Musées des sciences et de l'innovation du Canada

## **ANNUAL REPORT**

**on the**

**ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT***

**APRIL 1, 2018 TO MARCH 31, 2019**

Canada 

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## 1. INTRODUCTION

The *Access to Information Act* gives Canadian citizens the legislated right to access information in federal government records, subject to certain limitations and specific exemptions. The Act complements other methods for obtaining government information, and does not limit in any way the access to federal government information that is normally available to the public upon request.

This report is prepared by Ingenium – Canada’s Museums of Science and Innovation, in accordance with section 72 of the *Access to Information Act* and is tabled in Parliament by the Minister of Canadian Heritage and Multiculturalism in accordance with the aforementioned section. It describes how Ingenium fulfilled its responsibilities under the Act during the fiscal year beginning April 1, 2018 and ending March 31, 2019.

Ingenium was established as an autonomous Crown Corporation on July 1, 1990, with the passage of the *Museums Act*. The mandate of the Corporation as stated in the Act is:

*To foster scientific and technological literacy throughout Canada by establishing, maintaining and developing a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology and their economic, social and cultural relationships with society.*

Although section 68 of the *Access to Information Act* does not apply to museum material, the nature of the institution’s mandate means that information is made readily available to anyone requesting it. Most requests are, therefore, addressed on an informal basis. The sources are so varied and the contacts so widely distributed that no statistics are maintained of those informal requests.

## 2. ORGANIZATIONAL STRUCTURE

The Corporate Secretariat of Ingenium – Canada’s Museums of Science and Innovation<sup>1</sup> administers the provisions of the *Access to Information Act* and the *Privacy Act* and is accountable to the President and CEO of Ingenium. As such, the Corporate Secretariat is responsible for the following activities:

- processing all requests made under the acts;
- developing policies, guidelines and procedures with respect to fulfilling the Corporation’s legislative requirements of both acts;
- promoting awareness of both acts, delivering training, and providing advice and guidance to ensure that employees and management understand their roles and responsibilities;
- monitoring compliance with both acts;
- completing Privacy Impact Assessments (PIAs);
- coordinating reporting on privacy breaches;
- participating in and contributing to the broader ATIP community of practice;
- uploading statistical reports;
- preparing annual reports for tabling; and,

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<sup>1</sup> The legal name of the Corporation is the National Museum of Science and Technology. The name “Ingenium - Canada’s Museums of Science and Innovation” is used publicly in communications, other than when the legal name is required.

- updating the *Info Source* chapter annually.

The libraries at the Canada Science and Technology Museum and the Canada Aviation and Space Museum have been designated as reference centres for the purposes of the Act.

### 3. DELEGATION OF AUTHORITY

The President and CEO of Ingenium, as designated Head of the Corporation under the *Access to Information Act*, exercises powers entrusted to the position by the Act, such as exemptions and exclusions.

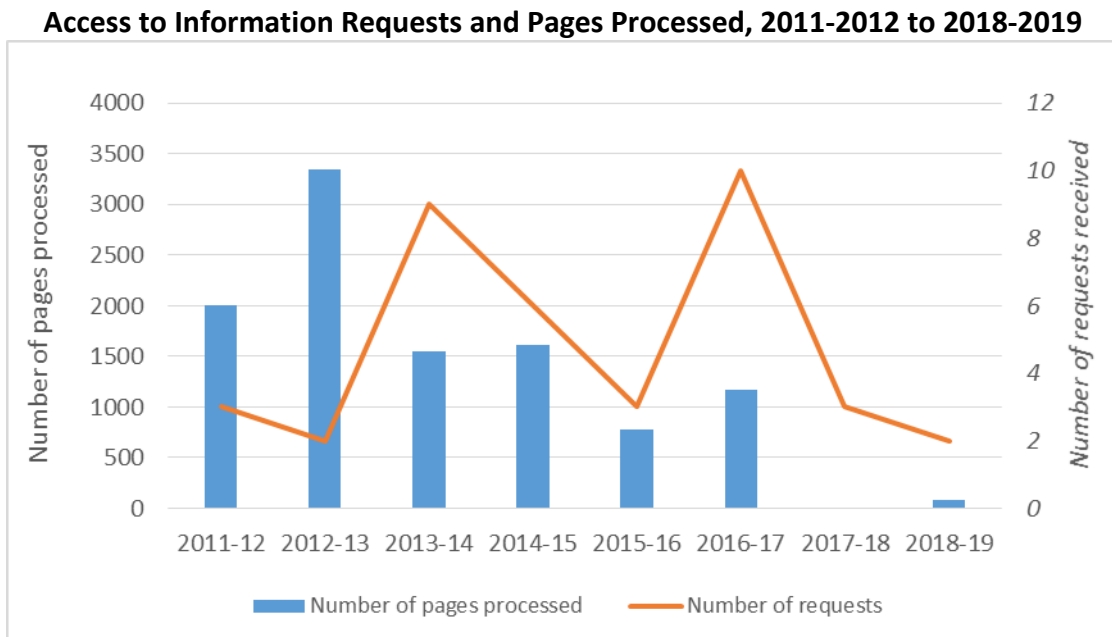
The Executive Director, Corporate Secretariat, serves as the Access to Information Coordinator for Ingenium. The administration and implementation of the *Access to Information Act* requirements fall under the Executive Director, Corporate Secretariat. (See Appendix A - Delegation Order).

### 4. HIGHLIGHTS OF THE STATISTICAL REPORT 2018-2019

During the April 1, 2018 to March 31, 2019 reporting period, the Corporation processed four (4) requests. Three (3) requests were carried over from the previous reporting year. Ingenium was consulted on three (3) requests from other federal government institutions.

#### a. Formal Requests

A total of two (2) requests were received during this reporting period (See Appendix B - Statistical Report). One was received in the last week of the fiscal year and hence was carried over to 2019-2020. As such, the processing time and number of pages processed for that request will be reported on in 2019-2020.



In terms of trends, the Corporation continues to experience a low volume of ATI requests. Less than 10 requests per year have been received in each year since 2011-2012.

While it is not possible to determine the cause of the low volume of ATI requests, or even whether the emerging trend will continue, Ingenium notes that the public has access to increasing points of open access to government information including Open Data sources, Open Government portal and proactive disclosure statements. These sources are illustrative of the government's commitment to openness and transparency. Ingenium has been trailblazing in open access for many years, making over 30,000 working documents available to the public on its Open Heritage portal since its launch in 2014.

Ingenium has also experienced an increase in the number of Parliamentary Questions for which it has provided a response. In 2018-2019, 39 PQs were treated and 33 the year before, compared to an average of 21 per year between 2011-2012 and 2015-2016. Parliamentary questions offer a platform for members of parliament to represent the interests of their constituents by presenting questions in the House of Commons. This is another avenue for Canadians to seek information from federal institutions through their elected representatives. A single parliamentary question may be addressed to all of government or multiple federal institutions, whereas a request made under the *Access to Information Act* is addressed to a single institution. In the case of an ATI request, there may be a need to consult with other institutions, which may impact the length of time required to supply a full response.

The first request received concerned any information made available to the new Minister of Small Business and Export Promotion. The second concerned contracts related to projects that Corporation undertook that included the creation of video.

#### **b. Sources of Requests**

During the reporting period, one (1) request received by the Corporation was from an organization and one (1) was from the public.

In terms of trends, the media remains the largest source of requests for information from the Corporation. Since 2013-2014, the media has been the source of sixteen (16) requests which represents approximately half of the requests.

#### **c. Consultation Requests**

During the 2018-2019 reporting period, Ingenium received three (3) consultation requests, all of which were from federal government institutions. A total of 68 pages were reviewed, with two (2) requests disclosed entirely and one (1) disclosed in part.

In terms of completion time, two (2) consultation requests were treated within 16 to 30 days, and one (1) was treated within 31 to 60 days.

In terms of trends, the volume and nature of the consultations received from other government sources tend to be similar to the volume and nature of requests for information the Corporation received during the same period.

#### **d. Processing Requests**

Of the four requests Ingenium completed during the reporting period, one (1) request was disclosed in full, one (1) was disclosed in part, and no records existed for two (2) requests. For the request disclosed in part, exemptions from sections 19(1), 21(1)(a), and 21(1)(d) were applied.

No extensions were requested in 2018-2019.

#### **e. Fees and Costs**

The Access to Information and Privacy Office collected \$10 in application fees during 2018-2019. Ingenium has no formal policy regarding the waiving of fees.

During 2018–2019, the Access to Information and Privacy Office incurred \$7,800 in salary costs to administer the *Access to Information Act*.

### **5. TRAINING ACTIVITIES**

Over the reporting period, two training/awareness activities was formally undertaken.

An information session was presented to the Corporation's Senior Management Team regarding updates from the Office of the Information Commissioner, including upcoming changes related to Bill C-58.

A number of new members were appointed to the Corporation's Board of Trustees over 2018-2019. Information on how ATIP applies to the Board of Trustees was added to the Board Orientation presentation delivered to the new trustees.

### **6. POLICIES, GUIDELINES AND PROCEDURES**

Ingenium did not implement any new access to information policies, guidelines and/or procedures during the reporting period.

### **7. COMPLAINTS AND INVESTIGATIONS**

Ingenium did not receive any complaints and/or investigations during the reporting period.

### **8. MONITORING PROCESS**

The ATIP Office monitors the time to process requests and administer the *Access to Information Act* through weekly verbal status reports. Any issues of significant interest are discussed with the President and CEO on an as-needed basis.

# APPENDIX A – DELEGATION ORDER

## ACCESS TO INFORMATION ACT DELEGATION ORDER

In accordance with the *Access to Information Act*, the President and CEO of Ingenium – Canada’s Museums of Science and Innovation, hereby delegates the powers, duties and functions stipulated in the under-listed sections and subsections of the *Act*:

Position	<i>Access to information Act</i> and Regulations
Corporate Secretary	Full authority
Director, Planning and Capital Projects Governance	Full authority
Compliance and Reporting Officer	Sections : 7, 8(1), 9,11(4)(5), 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27(1)(4), 28(1) (2)(4), 29(1), 68, 69



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Christina Tessier  
President and CEO

June 3, 2019

**APPENDIX B – STATISTICAL REPORT**





## Statistical Report on the Access to Information Act

Name of institution: Ingenium - Canada's Museums of Science and Innovation

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

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	3
<b>Total</b>	<b>5</b>
Closed during reporting period	4
Carried over to next reporting period	1

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	1
Public	1
Decline to Identify	0
<b>Total</b>	<b>2</b>

#### 1.3 Informal requests

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

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.

## Part 2: Requests Closed During the Reporting Period

### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	1	0	0	0	0	0	1
Disclosed in part	0	1	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	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)	1	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	1	0
Disclosed in part	0	1	0
<b>Total</b>	0	2	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	18	18	1
Disclosed in part	65	65	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	1	18	0	0	0	0	0	0	0	0
Disclosed in part	1	65	0	0	0	0	0	0	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
<b>Total</b>	2	83	0	0	0	0	0	0	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

### 2.7 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

## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	0	0	0	0

### 3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	0	0

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	2	\$10	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	2	\$10	0	\$0

## Part 5: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	3	68	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	3	68	0	0
Closed during the reporting period	3	68	0	0
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	1	1	0	0	0	0	2
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	0	0	0	0	0	0	0	0
<b>Total</b>	0	2	1	0	0	0	0	3

### 5.3 Recommendations and completion time for consultations received from other organizations

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	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>	0	0	0	0	0	0	0	0

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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

### 6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

**Part 9: Resources Related to the Access to Information Act**

**9.1 Costs**

Expenditures		Amount
Salaries		\$7,800
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$7,800</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.13
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.13</b>

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



## New Exemptions Table

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