

**CANADIAN MUSEUM OF NATURE ANNUAL REPORT**

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

April 1, 2019 to March 31, 2020

Margaret Louise Beckel  
President and CEO

**ANNUAL REPORT**  
**ACCESS TO INFORMATION ACT**  
**APRIL 1, 2019 TO MARCH 31, 2020**

## **1. INTRODUCTION**

The *Access to Information Act* gives Canadian citizens the right to access information contained in records under the control of federal institutions governed by the Act. This right is subject to exceptions specified in the Act. Also, decisions made by federal institutions on the disclosure of government information are subject to independent review by the Access to Information Commissioner of Canada as well as by the Federal Court.

The Canadian Museum of Nature's (CMN) *Access to Information Act* Annual Report has been prepared and will be tabled in Parliament according to section 94 of the *Access to Information Act*.

The Canadian Museum of Nature (CMN), a Schedule III Crown Corporation, was established in 1990 by the *Museums Act* and reports to Parliament through the Minister of Canadian Heritage. The Board of Trustees is responsible for setting the strategic direction of the Corporation. The President and Chief Executive Officer is responsible for the day to day operations of the Corporation.

The mandate of the Canadian Museum of Nature, as embodied in the *Museums Act* (1990), is:

“To increase, throughout Canada and internationally, interest in, knowledge of and appreciation and respect for the natural world by establishing, maintaining and developing for research and posterity, a collection of natural history objects, with special but not exclusive reference to Canada, and by demonstrating the natural world, the knowledge derived from it and the understanding it represents.”

The CMN's major programmes and activities include:

### Public Education:

The Museum develops and maintains exhibitions, programmes, the nature.ca website, electronic and print publications, and activities to foster an understanding of, and respect for, nature.

### Collections Management:

The Museum develops, preserve and makes accessible collections of natural history specimens, objects and information to meet the growing needs of the public and private sectors for research, education and informed decision-making about the natural world.

#### Research:

The Museum studies the past and helps Canadians prepare for the future by conducting systematics research and applied research, and by developing and maintaining networks and linkages with Canadian and international science communities.

#### Internal Services:

The Museum develops and implements policies, processes and an accountability structure to oversee the fulfillment of its mandate, including governance, strategic direction, corporate services, monitoring of corporate performance, reporting to Parliament and revenue-generating activities.

#### Accommodation:

The Museum provides secure and functional facilities that meet all safety and building-code requirements. Among these facilities is the renovated Victoria Memorial Museum Building that furthers the vision and mandate of the Museum.

## 2. ORGANIZATIONAL STRUCTURE

The President of the Canadian Museum of Nature, as designated head (President) of the Museum under the *Access to Information Act*, personally exercises the powers entrusted to the position by the *Act*. The President has delegated power for specific sections of the *Act* to the Vice President, Corporate Services and to the Access to Information and Privacy Co-ordinator.

## 3. DELEGATION ORDER

The Canadian Museum of Nature's Access to Information Delegation Order is attached as Appendix A.

## 4. PERFORMANCE 2019-2020

The Museum generally receives a small number of access to Information requests. Given the Museum's mandate to educate Canadians and disseminate knowledge, a considerable amount of information is provided to the public on a daily basis, be it through public displays, printed material, inquiry lines, the Museum's Web site or other media. Statistics on the distribution of this material are provided in the Museum's Corporate Plan and other documents, but are not part of this Annual Report.

During the 2019-2020 reporting period, the Museum did not receive any access to information requests.

A copy of the Statistical Report on the Administration of the *Access to Information Act* 2019-2020 is attached as Appendix B.

Below is a table indicating the number of requests received, completed, and carried over in the previous 3 years:

YEAR	# REQUESTS	COMPLETED	CARRIED OVER
2019-20	0	n/a	0
2018-19	0	n/a	0

2017-18	1	85 days	1
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The Museum also responded to one consultation from other departments.

Due to COVID-19, the Canadian Museum of Nature closed its doors to the public on March 14, 2020. The Business Continuity Plan was immediately implemented and although the Plan does not declare ATIP as an essential service, we endeavor to process any requests received within in the regulated timelines.

## **5. TRAINING AND AWARENESS**

The CMN's *Records and Information Management Policy* defines the roles and the responsibilities of Museum employees regarding records management and the implementation of the *Access to Information Act*. The Access to Information and Privacy Coordinator provided periodic one-on-one and group session advice and guidance as required, to CMN staff and Senior Management on Access to Information.

Awareness sessions were conducted with all staff from October 2019 to January 2020. These sessions were conducted by a privacy expert and provided information and awareness of the laws and policies affecting privacy, staff obligations under the *Access to Information Act*, staff obligations with respect to information retention, and training on the Museum's process for responding to requests.

## **6. POLICIES, GUIDELINES, PRODECURES AND INITIATIVES**

No changes were made to the Canadian Museum of Nature's Access to Information related policies, guidelines, prodecures or initiatives.

## **7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS**

As of March 31, 2020, the Canadian Museum of Nature had no complaints against it under the *Access to Information Act*.

## **8. MONITORING COMPLIANCE**

Given that the Canadian Museum of Nature did not receive any requests, no monitoring was conducted during the reporting period.

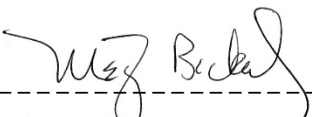
# APPENDIX A

Canadian Museum of Nature

*Access to Information* Delegation Order

**CANADIAN MUSEUM OF NATURE  
ACCESS TO INFORMATION ACT  
DELEGATION ORDER**

<b>SECTIONS OF ACT</b>	<b>POWERS, DUTIES OR FUNCTIONS</b>	<b>RESPONSIBLE POSITION</b>
73,77	All powers, duties or functions of the Head of the Institution	President
7 (a)	Notice where access required	ATIP Co-ordinator
8 (1)	Transfer to-from institution	ATIP Co-ordinator
9	Extension of time limits	V.P. Corporate Services
11 (2)(3)(4)(6)	Payment or waiver of fees	V.P. Corporate Services
11 (5)	Notice of fees assessed	ATIP Co-ordinator
12 (2)(3)	Language – alternate format of access	V.P. Corporate Services
13 through 24	Apply exemptions	ATIP Co-ordinator
25	Severance	ATIP Co-ordinator
26	Information to be published	V.P. Corporate Services
27 (1)(4)	Third party notification	ATIP Co-ordinator
28 (1)(2)(4)	Apply third party procedures	ATIP Co-ordinator
29 (1)	Disclosure on recommendations of Information Commissioner	V.P. Corporate Services
33	Advise Information Commissioner of third party involvement	ATIP Co-ordinator
35 (2)	Right to make representations	V.P. Corporate Services
37 (4)	Access to be given to complainant	V.P. Corporate Services
43 (1)	Notice to third party (application to Federal Court for review)	V.P. Corporate Services
44 (2)	Notice to applicant (application to Federal Court by third party)	V.P. Corporate Services
52 (2)(3)	Special rule for hearings	V.P. Corporate Services
69	Excluded information	ATIP Co-ordinator
71 (2)	Exempt information severed from manuals	ATIP Co-ordinator
72	Prepare annual report	ATIP Co-ordinator

  
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 Margaret Beckel, President and CEO

July 24, 2020  
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 Date

# APPENDIX B

Canadian Museum of Nature

Statistical Report of the *Access to Information Act*



## Statistical Report on the Access to Information Act

Name of institution: Canadian Museum of Nature

Reporting period: 2019-04-01 to 2020-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	<b>0</b>
Closed during reporting period	0
Carried over to next reporting period	0

#### 1.2 Sources of requests

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

#### 1.3 Informal requests

Completion Time							
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	Total
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.





### 3.2 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)	0
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)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	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	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

### 3.3 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

### 3.4 Format of information released

Paper	Electronic	Other
0	0	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

### 3.5.2 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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.5.3 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 denied	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

### 3.7 Deemed refusals

#### 3.7.1 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
0	0	0	0	0

#### 3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	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

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 4: Extensions

#### 4.1 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

## 4.2 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

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	0	\$0
Other fees	0	\$0	0	\$0
<b>Total</b>	0	\$0	0	\$0

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 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	1	3	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	1	3	0	0
Closed during the reporting period	1	3	0	0
Carried over to next reporting period	0	0	0	0



## 7.2 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 Request	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
365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

## Section 9: Court Action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

### 9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

**Section 10: Resources Related to the *Access to Information Act***

**10.1 Costs**

Expenditures		Amount
Salaries		\$3,500
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$3,500</b>

**10.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.02
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.02</b>

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