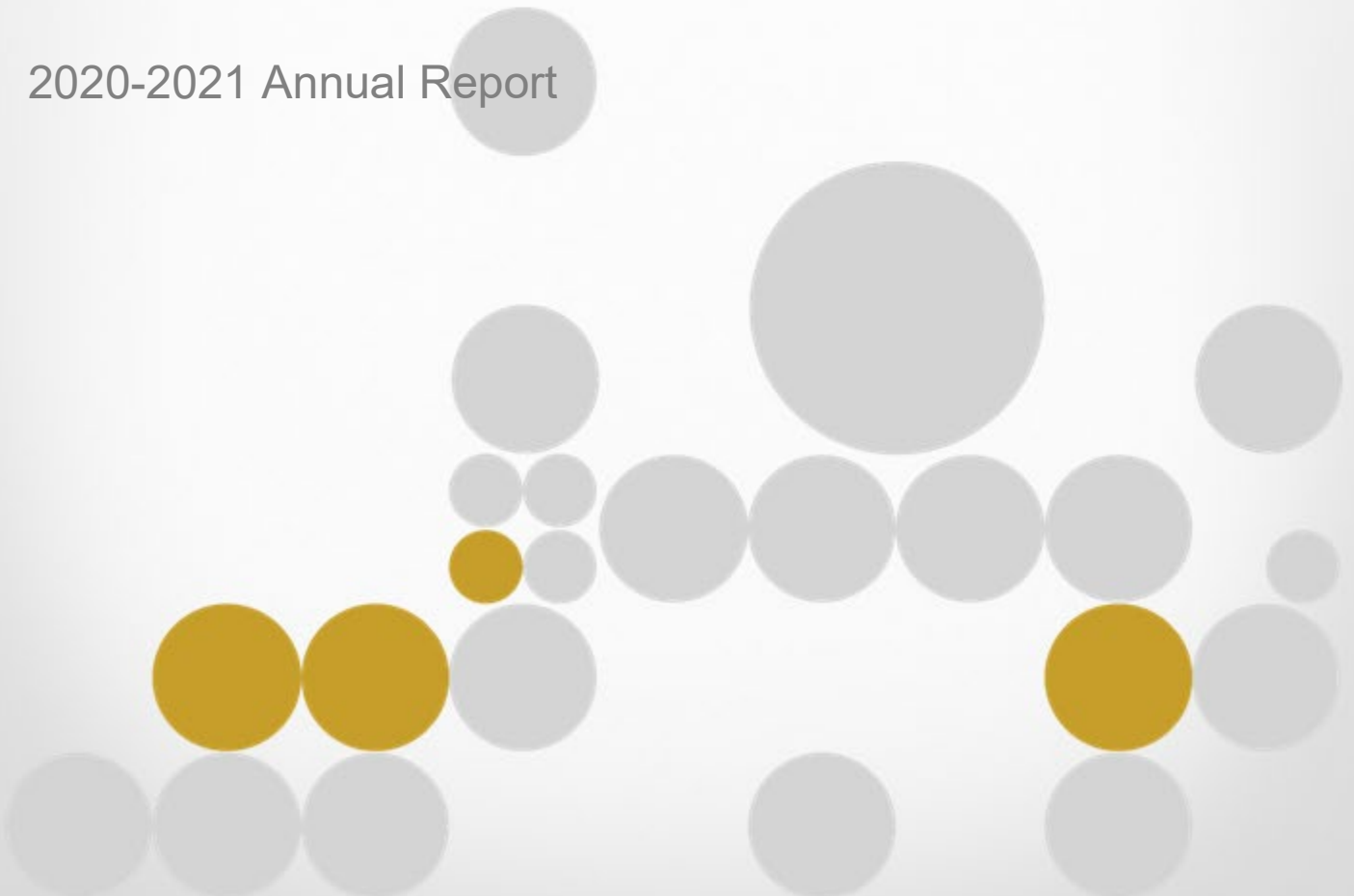




Report on the Administration of the *Access to Information Act*

2020-2021 Annual Report



ROYAL CANADIAN MINT

ACCESS TO INFORMATION ACT

2020-2021 ANNUAL REPORT TO PARLIAMENT

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I. INTRODUCTION

The *Access to Information Act* (the *Act*) provides Canadian citizens, permanent residents or any individual or corporation present in Canada the right to access information in records under the control of a government institution, subject to specific and limited exceptions, and in accordance with the principle that government information should be available to the public.

As a federal Crown corporation, the Royal Canadian Mint (the Mint) is subject to the *Act*. This Annual Report provides an account of the Mint's administration of the *Act* during the period of April 1, 2020 to March 31, 2021. The Annual Report is prepared and tabled in Parliament in accordance with section 94 of the *Act*.

A. ROYAL CANADIAN MINT

The Mint, originally a branch of Britain's Royal Mint, struck the Dominion's first domestically produced coin in 1908, and became a wholly Canadian institution in 1931. A fully commercial Crown corporation since 1969, the Mint operates for profit and its scope of activities extends throughout the world. It is classified as a Schedule III-II Corporation under the *Financial Administration Act*, the category reserved for organizations that conduct commercial operations and are self-sufficient. The Mint reports to Parliament through the Minister of Finance.

Subsection 3(2) of the *Royal Canadian Mint Act* establishes the mandate of the Mint "*to mint coins in anticipation of profit and to carry out other related activities.*" The Mint produces and arranges for the production and supply of coins of the currency of Canada. It also produces circulation and non-circulation coins for foreign countries, produces and markets bullion coins, operates gold and silver refineries as well as conducts coin-related manufacturing and commercial activities that generate profit.

The Mint markets its goods and services throughout Canada and in many countries around the world. Its continued success and vitality as a corporation depend upon its ability to respond quickly to market demands, and compete and position itself in international and domestic markets. As a self-financing commercial Crown corporation, the Mint operates like a business while serving a public policy purpose, which is the production and distribution of Canadian circulation coins.

B. RCMH-MRCF Inc.

As part of its business development initiative, the Mint set up a wholly-owned subsidiary, RCMH-MRCF Inc., which was incorporated under the *Canada Business Corporations Act* in June 2002. This holding company was formed to help the Mint improve efficiency, manage the cost of products and increase profitability.

RCMH-MRCF Inc. is a holding company and does not employ staff but has nominated a President, a Corporate Secretary, and a Treasurer as the Corporation's Officers, all of whom are employees of the Mint. As a wholly-owned subsidiary, RCMH-MRCF Inc. is subject to the *Act*.

II. ORGANIZATIONAL STRUCTURE

The Access to Information and Privacy (ATIP) Office is part of the Corporate Affairs Section within the Corporate and Legal Affairs Division of the Mint. The Director, Regulatory Affairs (Compliance), who is also the ATIP Coordinator, oversees the implementation of the *Act* and ensures compliance with the legislation within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc. During the reporting period, the Mint was not party to any service agreements under section 96 of the *Access to Information Act*.

In addition to the ATIP Coordinator, the ATIP Office was composed of an ATIP Generalist position up to December 2020, as well as a Senior Program Manager, Privacy for the full reporting period. Both the ATIP Coordinator and the ATIP Generalist held duties pertaining to files other than ATIP and are therefore recorded in the attached Statistical Report as dedicating a portion of their time on the administration of the *Act*. The Senior Program Manager, Privacy was primarily dedicated to privacy policy matters and is therefore not formally recorded as a resource in administering the *Act*.

During the reporting period, ATIP Office resources were also supplemented by the services of two part time consultants to assist with request processing and related matters. During the reporting period, the Mint tried to recruit additional ATIP staff but was unable to secure additional permanent staff into the department. The shortage of well qualified ATIP candidates in the market represents a challenge for the Mint's ATIP operations.

III. DELEGATION ORDERS

As head of the institution, the President and CEO has overall accountability for the *Act* at the Mint. To assist in the discharge of the President and CEO's responsibilities, select powers, duties and functions have been formally delegated to certain positions per the organizations' respective Delegation Orders (see Attachments 1 and 2). The Delegation Orders pre-date Bill C-58 (June 19, 2019), the passage of which resulted in amendments to the *Act*. The Delegation Orders will be updated to reflect these amendments at such a time TBS guidance on this matter is issued to the ATIP community at large.

IV. PERFORMANCE 2020-21

The Statistical Report in Attachment 3 presents data on the processing of requests and consultations closed by the Mint in 2020-21. This section provides a narrative summary and interpretation of that data. Where possible, a three year trend analysis provided. As detailed later in the report, there is no statistical information to report for RCMH-MRCF Inc. (Attachment 4).

The Government of Canada is coordinating a procurement process to ensure modern ATIP request processing software is available to all institutions subject to the Act. The Mint continues to monitor for TBS updates in this regard, in the event efficiencies could be gained through the provisioning of new request processing software.

The following table presents an overview of the key data points for the Mint (subsequent charts below provide more information).

Figure 1: Access to Information Act - Overview of Key Data

	2020- 21	2019- 20	2018- 19
Formal requests received under the <i>Access to Information Act</i>	19	4	12
Requests outstanding from previous reporting period	4	5	6
Requests completed during the reporting period	13	5	13
Requests completed within 1 to 15 days	0	0	2
Requests completed within 16 to 30 calendar days	1	1	4
Requests completed within 31 to 60 calendar days	0	1	2
Requests completed within 61 to 120 calendar days	2	0	1
Requests completed within 121 to 180 calendar days	2	1	0
Requests completed within 181 to 365 calendar days	7	0	3
Requests completed in 365 or more calendar days	1	2	1
Number of requests completed within legislated timeframes*	6	3	8
Number of requests completed beyond legislated timeframes	7	2	5
Complaints to the Information Commissioner	2	0	0

*Completing a request within an extension is considered to be within legislated timeframes

COVID-19 Impacts

Like organizations across Canada, the Mint worked with exceptional COVID-19-related workplace measures to ensure the safety of its employees and the public. As noted in the attached Supplemental Statistical Report, the Mint had partial capacity to process paper and electronic records throughout the reporting period. This partial capacity impacted the processing of requests in progress at the start of the reporting period, as well as new requests received. The Mint continued to process requests to the extent reasonable, leveraging new ways of working and technology to sustain ATIP business continuity.

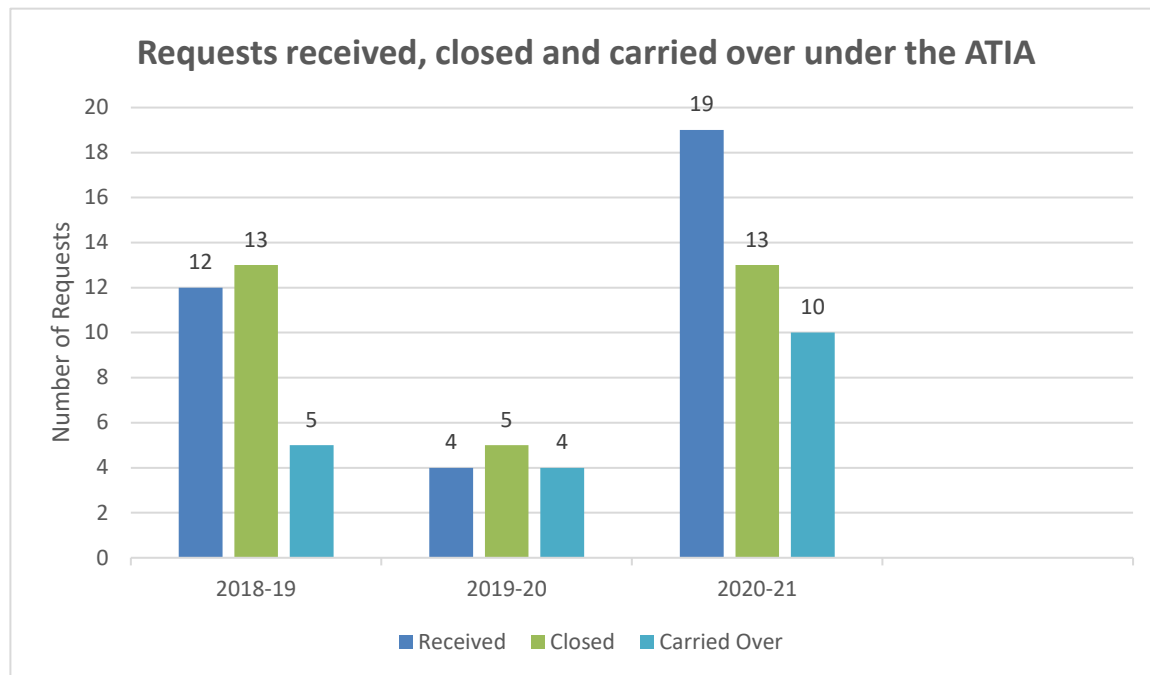
A. ROYAL CANADIAN MINT

During the 2020-21 reporting period, the Mint processed 23 formal requests, of which 19 were new requests and four were carried over from the previous period. One of the four requests carried over from previous years was closed during the reporting period. The remaining three are a combination of complex, voluminous and labour-intensive requests. While these requests remained open at the end of the 2020-21, the ATIP office spent considerable time during this reporting period working on these files to progress towards the release of records.

Of the 23 requests processed, 13 were closed and 10 were carried over to the 2021-22 reporting period. In comparison, a total of nine requests were processed in the previous period. The number of new requests received (19) was considerably higher than the previous two reporting periods (four in 2019-20 and 12 in 2018-19). Six requests (46.2%) were responded to within legislated timeframes compared to three (60%) in 2019-20 and eight (62%) in 2018-19.

The following chart illustrates yearly trends in requests received, closed and carried over:

Figure 2: Requests received, closed and carried over



Disposition of Closed Requests

Of the 13 requests closed during the reporting period, one was “all disclosed” (i.e. no information was withheld from disclosure) and nine were “disclosed in part” (i.e. some information was exempt from disclosure). As such, 7.6% of completed requests were “all disclosed”, while 69.2% of requests were “disclosed in part”. One closed request had no existing records and two were abandoned by the requesters.

Extensions

Of the 13 requests closed during the reporting period, 11 requests incurred the following time extensions:

- 1 request was extended between 31 to 60 days;
- 3 requests were extended between 61 to 120 days; and
- Seven requests were extended between 181 to 365 days.

Extensions for all 11 requests were taken pursuant to 9(1)(a) of the *Act* due to volume of records and/or interference to Mint operations.

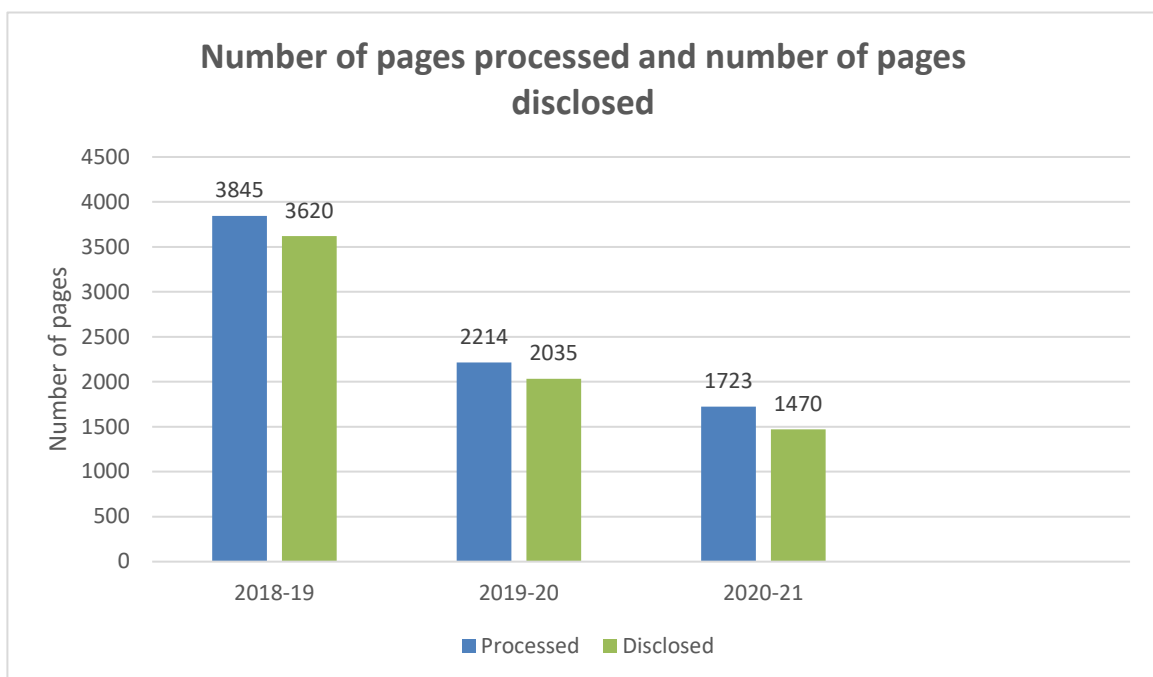
Exemptions and Exclusions Used

In alignment with the Mint's for-profit mandate, and similar to previous reporting periods, one of the most commonly invoked exemptions was section 18 of the *Act*. This exemption allows the Mint to protect its commercial interests, as deemed necessary. Section 19(1) was also relied on in several requests to protect personal information. No requests were subject to any exclusions.

Size and Complexity

For requests closed in the reporting period, the Mint processed 1723 pages disclosed, a decrease from the last two reporting periods. It should be noted that the number of pages processed does not include the number of pages that were examined to determine relevancy and identify duplicates, which is much greater, and does not reflect the complexity of review with certain requests. The following chart illustrates trends in request page volume.

Figure 3: Number of pages processed and disclosed



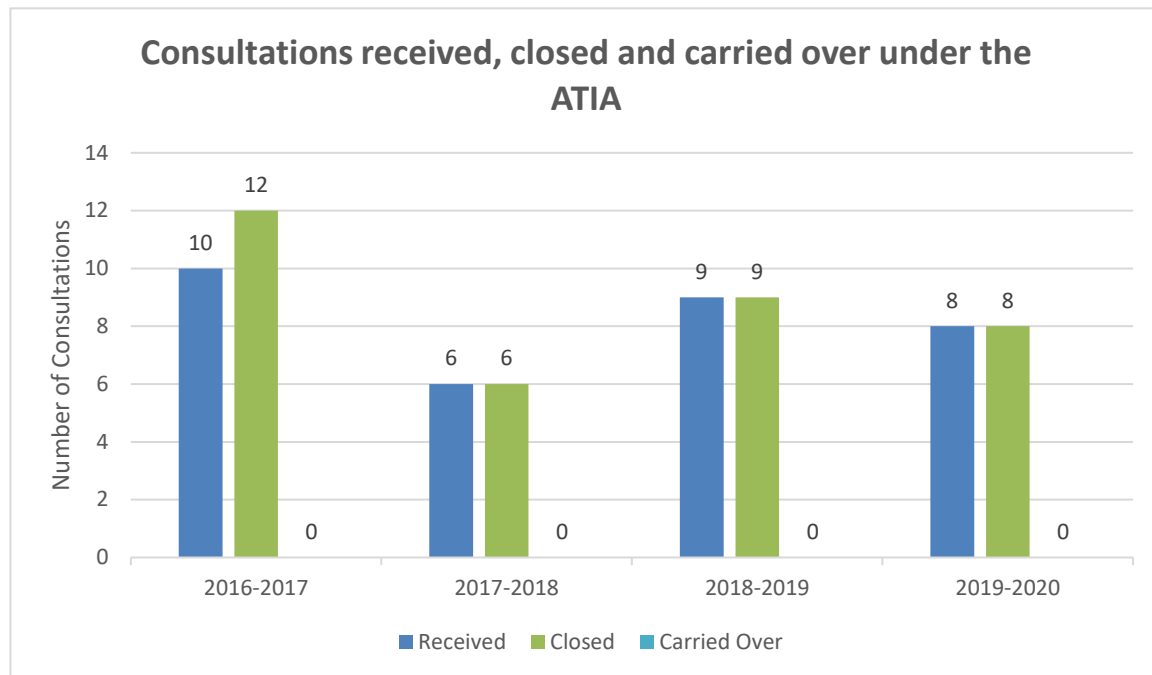
Informal Requests

As part of its public relations role, the Communications & Public Affairs division responds to informal enquiries from the public for information about the Mint. The ATIP Office also responds to informal requests for information, including copies of previously released access to information (ATI) requests. In 2020-21, the Mint completed six informal requests.

Consultations from Other Institutions

During this reporting period, the Mint received two new consultations from other Government of Canada institutions, lower than the number received in 2019-20 (eight) and 2018-19 (nine). No consultations were outstanding from the previous period or carried over to the next reporting period. In total, 85 pages were reviewed compared to the previous reporting period (132).

For the two completed consultations, the Mint recommended full disclosure for one consultation and partial disclosure for the other.



Consultations on Cabinet Confidences

During the current and previous two reporting periods, no consultations were carried out with the Privy Council Office on Section 69 of the Act.

B. RCMH-MRCF Inc.

During the current and previous two reporting periods, the Mint's subsidiary RCMH-MRCF Inc. did not receive any requests or requests for consultation from other government institutions or organizations.

C. FEES

The \$5.00 application fee was collected for 18 requests.

D. RESOURCES RELATED TO THE ACCESS TO INFORMATION ACT

The cost of administering the Mint's ATI program for this reporting period is estimated at \$216,749, which includes primarily salaries and costs for two consultants to assist with request processing. This expenditure does not include the resources required by other areas of the Corporation to search for responsive records and provide recommendations concerning disclosure or non-disclosure of the information.

In terms of resources, the number of person years dedicated to ATI activities was 1.80, which is a small increase from last reporting period (1.50).

V. TRAINING AND AWARENESS

No ATI specific training was carried out during the reporting period as the ATIP Office's focus was the launch of a new, corporate-wide privacy awareness and training e-module that was made mandatory for all employees.

VI. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

1. Open Government: Open Government is a federal initiative to increase openness, transparency and accountability through increased public access to government data and information holdings. During the reporting period, the Mint continued to post summaries of completed ATI requests to the Open Government Portal, to facilitate informal access.

2. Info Source and Mint Website: The Mint maintains a description of its record groupings and personal information holdings, aligned with its business lines and related programs, known as Info Source. This web publication, available on mint.ca, assists individuals to exercise their rights under the *Act* by providing an overview of the information held by the Mint. An updated 2020 Info Source chapter was published in the reporting period which included a new Class of Record for the Mint's Due Diligence Activities with a related Personal Information Bank under development. The Mint will continue to make changes and updates as required over the course of the next reporting period.

VII. KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

the two complaints were received during the reporting period, one concerning a time extension for an active request and one exemption complaint concerning a closed request. The complaints remained active at the end of the reporting period and, as such, no key issues or actions were taken by the Mint as a result of the complaint investigations.

No complaint files were open from the previous reporting period. In addition, no audits were initiated or concluded in the reporting period.

VIII. MONITORING COMPLIANCE

ATIP Office staff meets on a weekly basis for a fulsome discussion of all ATIP-related matters including request-processing time, action items, upcoming deadlines and ongoing monitoring. Informal discussions often occur daily. The ATIP Coordinator provides briefings to the VP, General Counsel and Corporate Secretary on a weekly basis, or as required. The President & CEO receives a monthly report from the ATIP Office, which provides an overview of, and status update for, all ATIP files. The President & CEO receives in-person briefings on an as needed basis.

Attachment 1

**DELEGATION ORDER,
RCM**

Access to Information Act



Delegation Order - Access to Information Act and Access to Information Regulations

Arrêté de délégation en vertu de la Loi sur l'accès à l'information et du Règlement sur l'accès à l'information

The President and CEO of the Royal Canadian Mint, pursuant to section 73 of the **Access to Information Act**^{*}, hereby designates the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the President and CEO as the head of the Royal Canadian Mint, under the provisions of the Act and related regulations set out in the schedule opposite each position. This document replaces and repeals all previous delegation orders.

En vertu de l'article 73 de la **Loi sur l'accès à l'information**^{*}, le président de la Monnaie royale canadienne délègue aux titulaires des postes sous mentionnés, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions, les fonctions et les pouvoirs dont il est, en qualité de responsable de la Monnaie royale canadienne, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

* S.C. 1980-81-82-83, c. 111, Sch. I "73"

* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

Access to Information Act Loi sur l'accès à l'information			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	ATIP Generalist Généraliste, AIPRP
4(2.1)	Responsibility of head of institution Responsable de l'institution fédérale	•	
7(a)	Notice where access requested Notification de l'auteur de la demande	•	•
7(b)	Giving access to the record or part thereof Donner communication totale ou partielle du document	•	•
8(1)	Transfer of request Transmission de la demande	•	•
9	Extension of time limits and notice of extension to Commissioner Prorogation du délai et avis au Commissaire à l'information	•	•
11(2)(3) (4)(5)(6)	Additional fees or waiver Frais supplémentaires ou dispensement	•	•
12(2)(b)	Language of access Version de la communication	•	•

12(3)(b)	Access in an alternative format Communication sur support de substitution	•	•
Exemption Provisions of the Access to Information Act Dispositions d'exception de la Loi sur l'accès à l'information			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	ATIP Generalist Généraliste, AIPRP
13	Information obtained in confidence Renseignements obtenus à titre confidentiel	•	
14	Federal-provincial affairs Affaires fédéro-provinciales	•	
15	International affairs and defence Affaires internationales et défense	•	
16	Law enforcement and investigations Application de la loi et enquêtes	•	
16.5	<i>Public Servants Disclosure Protection Act</i> <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	•	
17	Safety of individuals Sécurité des individus	•	
18	Economic interests of Canada Intérêts économiques du Canada	•	
18.1	Economic interests of certain government institutions Intérêts économiques de certaines institutions fédérales	•	
19	Personal information Renseignements personnels	•	
20	Third party information Renseignements de tiers	•	
21	Operations of government – advice, etc. Activités du gouvernement – avis, etc.	•	
22	Testing procedures, tests and audits Examens et vérifications	•	
22.1	Internal audits Vérifications internes	•	
23	Solicitor-client privilege Secret professionnel des avocats	•	
23.1	Protected information — patents and trade-marks Renseignements protégés : brevets et marques de commerce	•	

24	Statutory prohibitions against disclosure Interdictions de communication fondées sur d'autres lois	•	
Other Provisions of the Access to Information Act Autres dispositions de la Loi sur l'accès à l'information			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	ATIP Generalist Généraliste, AIPRP
25	Severability Prélèvements	•	•
26	Refusal of access where information is to be published Refus de communication en cas de publication	•	
27(1)(4)	Notice to third parties Avis aux tiers	•	•
28(1)(b) (2)(4)	Decision/notice of third party disclosure Décision/avis aux tiers de donner communication	•	
29(1)	Notice of decision to disclose on Information Commissioner's recommendation Avis de la décision de communiquer sur la recommandation du Commissaire à l'information	•	
33	Notice to Information Commissioner of notices to third parties Avis au Commissaire à l'information des avis aux tiers	•	•
35(2)(b)	Right to make representations Droit de présenter des observations	•	
37(1)	Notice of actions to implement recommendations of Information Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire à l'information	•	
37(4)	Access to be given to complainant Communication accordée au plaignant	•	
43(1)	Notice to third party of application to Federal Court for review Avis au tiers d'une demande de révision à la Cour fédérale	•	
44(2)	Notice to requester of application for review by third party Avis au demandeur d'un recours en révision du tiers	•	
52(2)(b), 52(3)	Special rules for hearings Règles spéciales pour les auditions	•	
71(1)	Facilities for inspection of manuals by public Installations de consultation par le public des manuels	•	
72	Annual report to Parliament Rapport annuel au Parlement	•	

Access to Information Regulations Règlement sur l'accès à l'information			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator	ATIP Generalist
		Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	Généraliste, AIPRP
6(1)	Transfer of request Transmission de la demande	•	•
7(2)	Calculation of search and preparation fees Calcul des frais liés à la recherche et à la préparation	•	•
7(3)	Calculation of production and programming fees Calcul des frais liés à la production et la programmation	•	•
8	Method of access Méthode d'accès	•	•
8.1	Limitations in respect of format Restrictions applicables au support	•	•

Dated at Ottawa, Canada on June 12 2019

Daté à Ottawa, Canada, le 12 Juin 2019


 Marie Lemay
 President and CEO / Présidente de la Monnaie

Attachment 2

**DELEGATION ORDER,
RCMH-MRCF Inc.**

Access to Information Act

**ACCESS TO INFORMATION ACT DELEGATION
ORDER**

**ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA
LOI SUR L'ACCÈS À L'INFORMATION**

The President of RCMH-MRCF Inc., pursuant to section 73 of the *Access to Information Act**, hereby designates the person holding the position of ATIP Coordinator at the Royal Canadian Mint to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act.


En vertu de l'article 73 de la *Loi sur l'accès à l'information*, le président de RCMH-MRCF Inc. délègue au titulaire du poste de Coordinatrice, AIPRR à la Monnaie royale canadienne les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par la Loi.

* S.C. 1980-81-82-83, c. 111, Sch. I "73"

* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

Dated at Ottawa, Canada on June 12 2018

Daté à Ottawa, Canada, le 12 juin 2018



Jennifer Camelon

President, RCMH-MRCF Inc. /
Présidente de MRCH-MRCF Inc.



Simon Kamel

Chairperson of the Board, RCMH-MRCF Inc. /
Président, Conseil d'administration de MRCH-MRCF Inc.

Attachment 3

**STATISTICAL REPORT,
RCM**

Access to Information Act



Statistical Report on the Access to Information Act

Name of institution: Royal Canadian Mint

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	19
Outstanding from previous reporting period	4
Total	23
Closed during reporting period	13
Carried over to next reporting period	10

1.2 Sources of requests

Source	Number of Requests
Media	12
Academia	0
Business (private sector)	0
Organization	0
Public	4
Decline to Identify	3
Total	19

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	
1	2	2	0	0	1	0	6

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

Section 2: Decline to act vexatious, made in bad faith or abuse of right 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
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 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	0	0	0	1	0	1
Disclosed in part	0	0	0	0	2	6	1	9
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	0	1	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	1	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	1	0	2	2	7	1	13

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	1	18(a)	3	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	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)	2	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
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)	8	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	1	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)	1	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	2		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	1				
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	10	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1723	1470	12

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	1	154	0	0	0	0	0	0
Disclosed in part	4	232	4	771	1	313	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	2	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	6	232	5	925	1	313	0	0	0	0

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	2	2
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	0	0	0	2	2

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	6
Percentage of requests closed within legislated timelines (%)	46.2

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
7	5	0	0	2

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	2	2
31 to 60 days	0	2	2
61 to 120 days	1	1	2
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	1	1
Total	1	6	7

3.8 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 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	1	0	0	0
Disclosed in part	9	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	11	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	1	0	0	0
61 to 120 days	3	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	7	0	0	0
365 days or more	0	0	0	0
Total	11	0	0	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	18	\$90	1	\$5
Other fees	0	\$0	0	\$0
Total	18	\$90	1	\$5

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 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 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
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	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
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 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
2	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		\$110,000
Overtime		\$0
Goods and Services		\$106,749
• Professional services contracts	\$106,249	
• Other	\$500	
Total		\$216,749

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.900
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.900
Students	0.000
Total	1.800

Note: Enter values to three decimal places.



Supplemental Statistical Report on the Access to Information Act and Privacy Act

Name of institution: Royal Canadian Mint

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

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

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	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	0	52	0	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	52	0	52
Protected B Electronic Records	0	52	0	52
Secret and Top Secret Electronic Records	0	52	0	52

Attachment 4

**STATISTICAL REPORT,
RCMH-MRCF Inc.**

Access to Information Act



Statistical Report on the *Access to Information Act*

Name of institution: RCMH-MRCF Inc.

Reporting period: 2020-04-01 to 2021-03-31

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
Total	0
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
Total	0

1.3 Informal requests

Completion Time

All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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

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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

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

Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	0	0	0	0	0

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

	Principal Reason			
Number of Requests Closed Past the Legislated Timelines	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
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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
Total	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
Total	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
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	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
Total	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
Total	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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0

Closed during the reporting period	0	0	0	0
Carried over to next reporting period	0	0	0	0

6.2 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	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
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

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

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 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 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
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	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
16 to 30	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0
Total	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		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

10.2 Human Resources

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

Note: Enter values to three decimal places.



Supplemental Statistical Report on the Access to Information Act and Privacy Act

Name of institution: RCMH-MRCH Inc.

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

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

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	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	0	52	0	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	52	0	52
Protected B Electronic Records	0	52	0	52
Secret and Top Secret Electronic Records	0	52	0	52