



# 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, 2020 TO MARCH 31, 2021**

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 in accordance with the aforementioned section. It describes how Ingenium fulfilled its responsibilities under the Act during the fiscal year beginning April 1, 2020 and ending March 31, 2021.

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,
- updating the *Info Source* chapter annually.

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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.

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.

Ingenium was not party to any service agreements under section 96 of the *Access to Information Act* during the reporting period.

### 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.

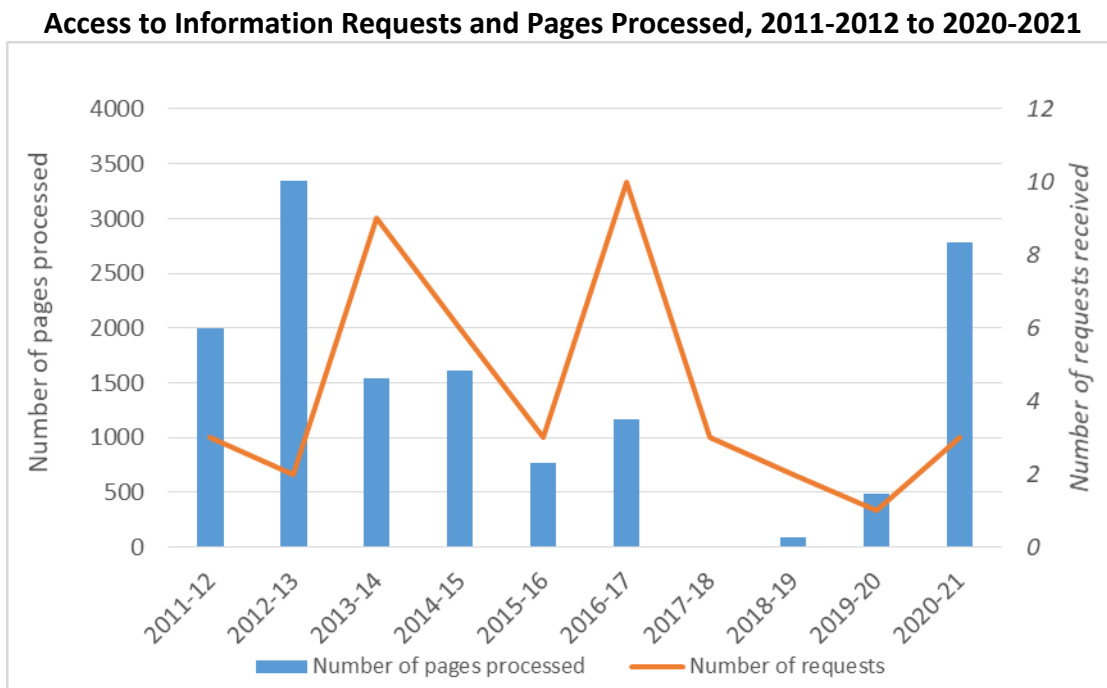
The Corporate Secretary serves as the Access to Information Coordinator for Ingenium. The administration and implementation of the *Access to Information Act* requirements fall under the Corporate Secretary. (See Appendix A - Delegation Order).

### 4. HIGHLIGHTS OF THE STATISTICAL REPORT

During the April 1, 2020 to March 31, 2021 reporting period, the Corporation processed three (3) requests. Ingenium was consulted on three (3) requests from other federal government institutions.

#### a. Formal Requests

A total of three (3) requests were received during this reporting period (See Appendix B - Statistical Report). No request was carried over from the previous fiscal year.



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 trend will continue, Ingenium notes that the public has increasing points of open access to government information including Open Data sources, the Open Government portal and proactive disclosure statements. These sources reflect 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.

The number of Parliamentary Questions for which Ingenium has provided a response continues to be significant. In 2020-2021, 34 PQs were treated, compared to 35 the year before. 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 this fiscal year concerned files relating to the "Autopsy of a Murder" exhibition, and required 68 days for processing. The second request concerned files relating to the first request, as well as files relating to the museum's display of human remains; this file required 73 days for processing. The third request concerned files relating to the construction of the Ingenium Centre and the Canada Science and Technology Museum. This request package was released five days past the statutory deadline because the amount of time taken under the 9(1)(a) extension was not sufficient and additional internal consultation was required.

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

During the reporting period, two (2) requests received by Ingenium were from the academic sector 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 seventeen (17) requests which represents approximately half of the requests.

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

During the reporting period, Ingenium received three (3) consultation requests, which were from other federal government institutions. Two (2) requests were disclosed entirely, and one (1) was disclosed in part. A total of 102 pages were reviewed, and all consultation requests were completed within 15 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**

The three (3) requests Ingenium completed during the reporting period were disclosed in part. Exemptions from sections 14, 16(1)(c), 18(b), 18(d), 19(1), and 21(1)(b), were applied. Extensions from sections 9(1)(a), 9(1)(b) and 9(1)(c) were taken. Two (2) request was closed during the legislated timeline, and one (1) was closed past the legislated timeline because the amount of time taken under the 9(1)(a) extension was not sufficient and additional internal consultation was required.

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

The Access to Information and Privacy Office collected \$15 in application fees during 2020-2021. Ingenium has no formal policy regarding the waiving of fees.

During 2020–2021, the Access to Information and Privacy Office incurred \$8,508 in salary costs and \$1,286 in professional services contracts to administer the *Access to Information Act*.

#### **f. Impact of COVID-19**

COVID-19 has had a limited impact on the Corporation’s ability to fulfil its ATIA responsibilities during the reporting period because of the low number of requests received.

In order to ensure continuation of operations, the Corporation implemented IT measures to ensure staff could telework effectively and increased network security. The majority of staff – including the Corporate Secretariat – retained access to the Corporate network and databases. The Corporation is able to receive and process new requests, but may experience some delays due to reduced access to physical files stored on-site.

### **5. TRAINING ACTIVITIES**

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

An external consultant provided both a specialized ATIP training session for information management and ATIP staff, and a general ATIP training session to key personnel in divisions that handle significant amounts of personal information.

### **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 received two complaints during the reporting period relating to the extensions take for two requests Formal representations were submitted, but the report of findings has not yet been received from the Office of the Information Commissioner.

### **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

September 27, 2021

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

##### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	2
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	0
<b>Total</b>	<b>3</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	
1	0	0	0	0	0	0	1

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
<b>Total</b>	<b>0</b>
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	0	0	0
Disclosed in part	0	0	0	3	0	0	0	3
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	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

### 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)	2	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)	1	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	1	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)	3	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)	1	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	3	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2785	2785	3

### 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	1	191	2	2594	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>191</b>	<b>2</b>	<b>2594</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	3	0	0	0	3
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
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</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	2
Percentage of requests closed within legislated timelines (%)	66.7

### 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
1	1	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	1	1
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>	<b>0</b>	<b>1</b>	<b>1</b>

### 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>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	1	0	1	1
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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>

### 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	1	0	0	0
31 to 60 days	0	0	1	1
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>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	3	\$15	0	\$0
Other fees	0	\$0	0	\$0
<b>Total</b>	<b>3</b>	<b>\$15</b>	<b>0</b>	<b>\$0</b>

## 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	3	102	1	13
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>3</b>	<b>102</b>	<b>1</b>	<b>13</b>
Closed during the reporting period	3	102	1	13
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	2	0	0	0	0	0	0	2
Disclose in part	1	0	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>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

### 6.3 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	1	0	0	0	0	0	0	1
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>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

## 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
<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>

### 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
<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>

## 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	2	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		\$8,508
Overtime		\$0
Goods and Services		\$1,286
• Professional services contracts	\$1,286	
• Other	\$0	
<b>Total</b>		<b>\$9,794</b>

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.150
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.150</b>

Note: Enter values to three decimal places.



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

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

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