



CANADIAN MUSEUM OF NATURE ANNUAL REPORT

ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

April 1, 2023, to March 31, 2024

Canada

**ANNUAL REPORT
ACCESS TO INFORMATION ACT
APRIL 1, 2023 TO MARCH 31, 2024**

1. INTRODUCTION

The *Access to Information Act* grants Canadian citizens and permanent residents 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 within the Act. Additionally, decisions made by federal institutions on the disclosure of government information are subject to independent review by the Access to Information Commissioner of Canada and 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 Canadian Museum of Nature does not have any non-operational (“paper”) subsidiaries.

The Canadian Museum of Nature's major programs and activities include:

Public Education:

The Museum develops and maintains exhibitions, programs, events, the nature.ca website, electronic and print publications, and activities to foster community engagement, learning, and an understanding of and respect for nature.

Collections Management:

The Museum develops, preserves, 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 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. These facilities include the Victoria Memorial Museum Building, a national historic site and the birthplace of Canada's national museums, where most of our exhibitions and programs are offered, as well as the Natural Heritage Campus, which houses our research, collections and administrative operations.

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.

The Museum occasionally employs a contractor to support the Vice President, Corporate Services and the Access to Information and Privacy Co-ordinator in handling incoming requests.

During the reporting period, the Canadian Museum of Nature did not have any service agreements under section 96 of the *Access to Information Act*.

For Proactive Publication Requirements, the Chief Financial Officer is responsible for publishing Travel and Hospitality expenses, while the Corporate Secretary Reports is responsible for publishing reports tabled in Parliament.

3. DELEGATION ORDER

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

4. PERFORMANCE 2023-24

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, 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 the Annual Summary of Scientific Publications.

During the 2023-24 reporting period, the Museum received two (2) formal access to information requests, and one (1) outstanding request was carried over from the previous year. Additionally, the Museum received two (2) requests for consultation from another Government of Canada Institution.

Access to Information Requests:

- Percentage of requests responded to within legislated timelines: 66.7%
- Number of requests, broken down by completion times:
 - Within 1-15 days: 1
 - Within 31-60 days: 1
 - Within 61-120 days: 1
- Requests for which "no records exist": 1, or 33.33%
- Requests for which records were "disclosed in part": 2, or 66.67%

In 2023-24 the Museum invoked extensions for 1, or 33.33% of all completed requests. The extension was necessary to accommodate consultations that could not reasonably be completed within the original time limit.

Consultation Requests:

- Number of requests, broken down by completion times:
 - Within 1-15 days: 1
 - Within 31-60 days: 1
- Percentage for which records were "fully disclosed": 100%

Below is a table of access to information requests received, completed, and carried over in the previous 3 years:

YEAR	# REQUESTS	COMPLETED	CARRIED OVER
2023-24	2	3	0
2022-23	2	1	1
2021-22	2	2	0

A copy of the Statistical Report on the Administration of the *Access to Information Act* 2023-24 is attached as Appendix C.

To note: The 2022-23 statistical report incorrectly indicated that two (2) access to information requests were completed within that period. In fact, one was completed; the second should have been noted as outstanding and carried over to the 2023-24 reporting period.

5. TRAINING AND AWARENESS

The Canadian Museum of Nature'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*. This policy is available to all employees. The Access to Information and Privacy Coordinator provided periodic one-on-one and advice and guidance as required, to CMN staff and Senior Management on Access to Information and Records and Information Management.

Due to operational constraints, the Canadian Museum of Nature did not conduct awareness sessions in 2023-24. To ensure staff have the necessary information to effectively carry out their duties with respect to Access to Information, the Museum will be conducting an assessment of required training for all staff.

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.

The Canadian Museum of Nature will be undertaking a review of its internal policies and practices, to identify efficiencies and facilitate the processing of requests and making more information readily available to the public. Work is expected to be completed by the end of fiscal 2025-26.

7. PROACTIVE PUBLICATION UNDER PART II – ACCESS TO INFORMATION ACT

The Canadian Museum of Nature publishes its travel and hospitality expenses incurred by senior officers within 30 days after the end of the month in which the expenses occurred on the [Government of Canada's Proactive Disclosure](#) website.

The Museum also publishes its reports tabled in Parliament on the [Nature.ca](#) website, under the [Plans and Reports](#) and [Transparency and Accountability](#) sections.

Percentage of proactive publication requirements published within the legislated timelines: 0%

Part of the issue was that the Museum transitioned to publishing its travel and hospitality expenses on the Government of Canada's Open Government website. Delays were caused due to new templates, timelines and the implementation of new processes and procedures.

To improve this, the Museum will review its internal practices to identify efficiencies and ensure that it meets its proactive disclosure obligations in a timely manner.

The proactive publication of the Canadian Museum of Nature, under Part 2 of the ATIA, is attached in Appendix B.

8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

As of March 31, 2024, the Canadian Museum of Nature had no complaints against it under the *Access to Information Act*.

9. MONITORING COMPLIANCE

During the reporting period, regular updates were provided to the VP, Corporate Services regarding incoming requests and the status of those requiring extensions. This included a regular review of materials with the VP, Corporate Services and the status of expected completion.

APPENDIX A

Canadian Museum of Nature
Access to Information Delegation Order

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

SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
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



Dr. Danika Goosney, President, and CEO

August 30, 2024

Date

APPENDIX B

Canadian Museum of Nature
Proactive Publication under Part 2 of the *Access to
Information Act*

Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	No
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	No
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	No
Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	No
Ministers			

Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	No
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	No
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No

APPENDIX C

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: 2023-04-01 to 2024-03-31

Section 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 periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		3
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	2
Organization	0
Public	0
Decline to Identify	0
Total	2

1.3 Channels of requests

Source	Number of Requests
Online	2
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	2

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released
0	0	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on 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
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 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	1	1	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	0	1	1	0	0	0	3

4.2 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)	1	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	1	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	1	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)	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)	1	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	2	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
334	334	2

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	41	1	293	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	1	41	1	293	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
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
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	66.66666667

4.7 Deemed refusals

4.7.1 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

4.7.2 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	1	1
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	1	1

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	2	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	2	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	2	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	2	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	2	\$10.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	2	\$10.00	0	\$0.00	0	\$0.00

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action**10.1 Court actions on complaints**

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act**11.1 Allocated Costs**

Expenditures		Amount
Salaries		\$3,300
Overtime		\$0
Goods and Services		\$5,413
• Professional services contracts	\$5,413	
• Other	\$0	
Total		\$8,713

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.030
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.025
Students	0.000
Total	0.055

Note: Enter values to three decimal places.



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

Name of institution: Canadian Museum of Nature

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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