



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

2023-2024 Annual Report



# ROYAL CANADIAN MINT

## *ACCESS TO INFORMATION ACT*

### 2023-2024 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, 2023 to March 31, 2024. The Mint is also reporting on behalf of its wholly owned subsidiary, RCMH-MRCF Inc. (refer to B. below). The report therefore accounts for the RCMH-MRCF Inc.'s administration of the *Act* for the reporting period.

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 profit-making 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. has been operationally inactive since December 31, 2008 and does not employ staff. Its officers and directors 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) function 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 *Access to Information Act* and *Privacy Act* and ensures compliance with the legislation within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc. An operational team (ATIP Office) and privacy program team (Privacy Office) report to the Director and carry out key responsibilities in support of the Mint's (ATIP) compliance obligations.

For the full reporting period, the ATIP Office was comprised of an ATIP Manager and ATIP Analyst, dedicated to the management of operational activities related to requests under both the *Access to Information Act* and the *Privacy Act*. The portion of their time dedicated to the administration of the *Act* is recorded in the attached Statistical Report. The ATIP Coordinator held duties pertaining to files other than ATIP and, accordingly, the portion of the Coordinator's time dedicated to the *Act* is recorded in the Statistical Report.

The Senior Program Manager, Privacy has the responsibility for the day-to-day management of the Privacy Office and corporate privacy program. The incumbent was primarily dedicated to privacy policy matters over the reporting period and is therefore not formally recorded as a resource in administering the *Act*.

During the reporting period, resources were supplemented by the services of one part-time consultant who assisted with request processing and related matters.

Part 2 of the *Act* requires the Mint to proactively publish travel and hospitality expenses, as well as reports tabled in Parliament. The Senior Vice-President, Finance and Administration & Chief Financial Officer supports the Mint's President and CEO by ensuring the appropriate oversight and monitoring of proactive publication requirements in accordance with the *Act* and the Mint's Travel and Corporate Travel, Hospitality, Conference and Event Policy. To effectively meet its requirements under Part 2, the Mint created a Travel, Hospitality Expense Management System (THEMIS) to manage the expenses incurred by senior officers or employees of the institution (i.e. Vice Presidents, CEO and members of the Board of Directors). Through the THEMIS workflow, expenses follow a validation and approval process prior to being proactively published on [www.mint.ca](http://www.mint.ca). With respect to reports tabled in Parliament, the respective program areas responsible for the reports are also responsible for ensuring proactive publication on the Mint's website.

The Mint was not party to any service agreements under section 96 of the *Access to Information Act*.

### III. DELEGATION ORDERS

As head of the institution, the President and CEO of the Mint has overall accountability for the *Act*. 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*. During the reporting period, TBS updated its *Policy on Access to Information* with the list of powers that can be delegated in consideration of Bill C-58. The Mint will finalize the required updates to its Delegation Orders during the next reporting period, in alignment with the *Policy on Access to Information*.

## IV. PERFORMANCE 2023-2024

The Statistical Report in Attachment 3 presents data on the processing of requests and consultations by the Mint in 2023-24. This section provides a narrative summary and interpretation of that data. Where possible, a three-year trend analysis is provided. As detailed later in the report, there is no statistical information to report for RCMH-MRCF Inc. (Attachment 4).

In 2023-24, the Mint continued to increase its compliance rate over the past 3 years despite an increase in total requests processed. This is in part due to the completion of all outstanding requests under the *Access to Information Act* and *Privacy Act* in the previous reporting period.

As part of the Mint's digital transformation journey, during the reporting period, the Mint procured one of the two request processing software solutions which have been vetted and approved by the Government of Canada (GoC). Software configuration, implementation and testing efforts were ongoing throughout the year, and implementation will be completed in Q2 of the next reporting period. It is expected the software will create more opportunity for ATIP request processing efficiency and compliance gains.

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**

	2023- 24	2022- 23	2021- 22
Formal requests received under the <i>Access to Information Act</i>	17	10	8
Requests outstanding from previous reporting period	5	5	10
Requests completed during the reporting period	20	10	13
Requests completed within 1 to 15 days	0	2	1
Requests completed within 16 to 30 calendar days	4	3	1
Requests completed within 31 to 60 calendar days	8	3	2
Requests completed within 61 to 120 calendar days	5	0	1
Requests completed within 121 to 180 calendar days	2	0	7
Requests completed within 181 to 365 calendar days	1	0	1
Requests completed in 365 or more calendar days	0	2	0
Number of requests completed within legislated timeframes*	17	7	3
Number of requests completed beyond legislated timeframes	3	3	10
New Complaints to the Information Commissioner	0	0	1

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

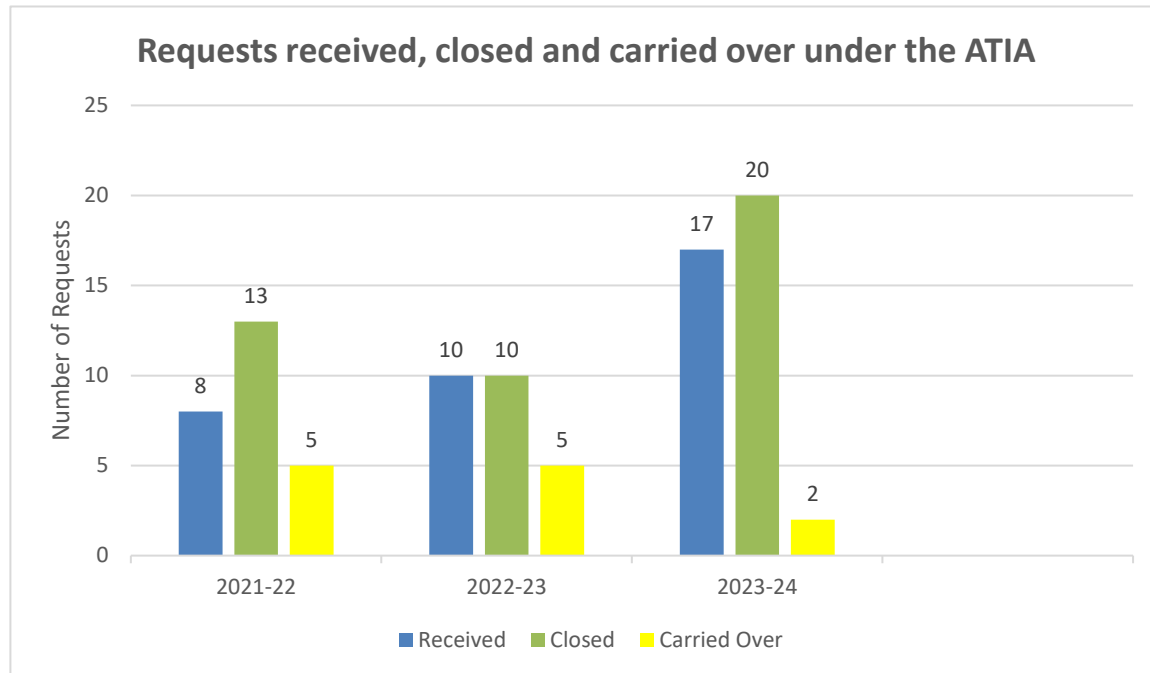
### A. ROYAL CANADIAN MINT

During the 2023-24 reporting period, the Mint processed 22 formal requests, of which 17 were new and 5 were carried over from the previous period. All 5 requests carried over from previous years were closed during the reporting period.

Of the 22 requests processed, 20 were closed and 2 were carried over to the 2024-25 reporting period. In comparison, a total of 15 requests were processed in the previous period. The number of new requests received (17) was significantly higher than the previous reporting period (10) and significantly lower than in 2021-22 (8). Seventeen requests were responded to within legislated timeframes (i.e. 85%) compared to 7 in 2022-23 (i.e. 70%) and 3 in 2021-22 (i.e. 23%).

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

**Figure 2: Requests received, closed and carried over**



### **Requests Carried Over**

Two requests remained active as of the last day of the reporting period. The 2 requests carried over to the 2024-25 reporting period were received in 2023-24. One of the two requests carried over remained within legislated timeframes.

### **Disposition of Closed Requests**

Of the 20 requests closed during the reporting period, 6 were “all disclosed” (i.e. no information was withheld from disclosure), 11 were “disclosed in part” (i.e. some information was exempt from disclosure), and 1 was abandoned by the requester. For 2 of the 20 requests, no responsive records existed. As such, 30% of completed requests were “all disclosed” and 55% of requests were “disclosed in part”.

***Extensions***

Of the 20 requests closed during the reporting period, 14 requests incurred the following time extensions:

- Six requests were extended for 30 days or less;
- One request was extended between 31 to 60 days;
- Four requests were extended between 61 to 120 days;
- Two requests were extended between 121 to 180 days; and
- One request was extended between 181 to 365 days

For 2 of the requests, extensions were taken pursuant to 9(1)(a) of the *Act* due to workload and/or interference to Mint operations. Six requests required extensions under 9(1)(b) of the *Act* to conduct necessary consultations. Six requests were extended under both 9(1)(a) and 9(1)(b).

***Exemptions and Exclusions Used***

In alignment with the Mint's for-profit mandate, and similar to past 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.

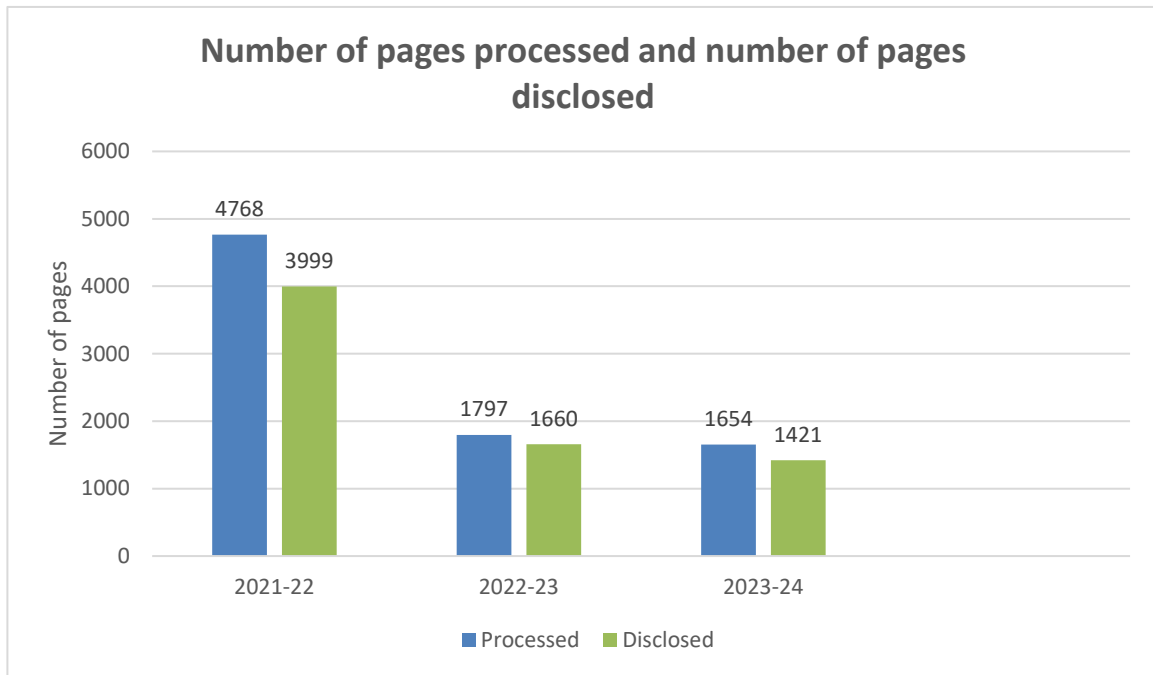
***Size and Complexity***

For requests closed in the reporting period, the Mint processed 1654 pages, a slight decrease of 8% (1797 pages) from the 2022-23 reporting period, and a significant decrease of 65% (4768 pages) from the 2021-22 reporting period. 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 Public Affairs, Government Relations and Stakeholder Engagement 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 2023-24, the ATIP Office processed a total of 9 informal requests, 8 of which were new, and 1 of which was a carry-over from 2022-23. All 9 informal requests were completed during the reporting period. The 8 new informal requests received represented a significant increase compared to 2 in the previous reporting period.

The 1 informal request carried over from the 2022-23 reporting period was for a copy of records disclosed under all access requests previously completed by the Mint. During the reporting period, the Mint completed this informal request. A total of 19,214 pages were disclosed.

### ***Consultations from Other Institutions***

The Mint received 2 consultations from other GoC institutions, significantly lower than the number received in 2022-23 (10) and slightly lower than in 2021-22 (3). Two consultations were outstanding from the previous period. The Mint completed all 4 consultations during the reporting period.

For the 2 new consultations, 131 pages were received for review compared to a much higher volume of 331 pages in the previous reporting period and a significantly lower 14 pages in 2021-22. For 1 of the completed consultations, the Mint recommended full disclosure of the records. For 2 of the completed

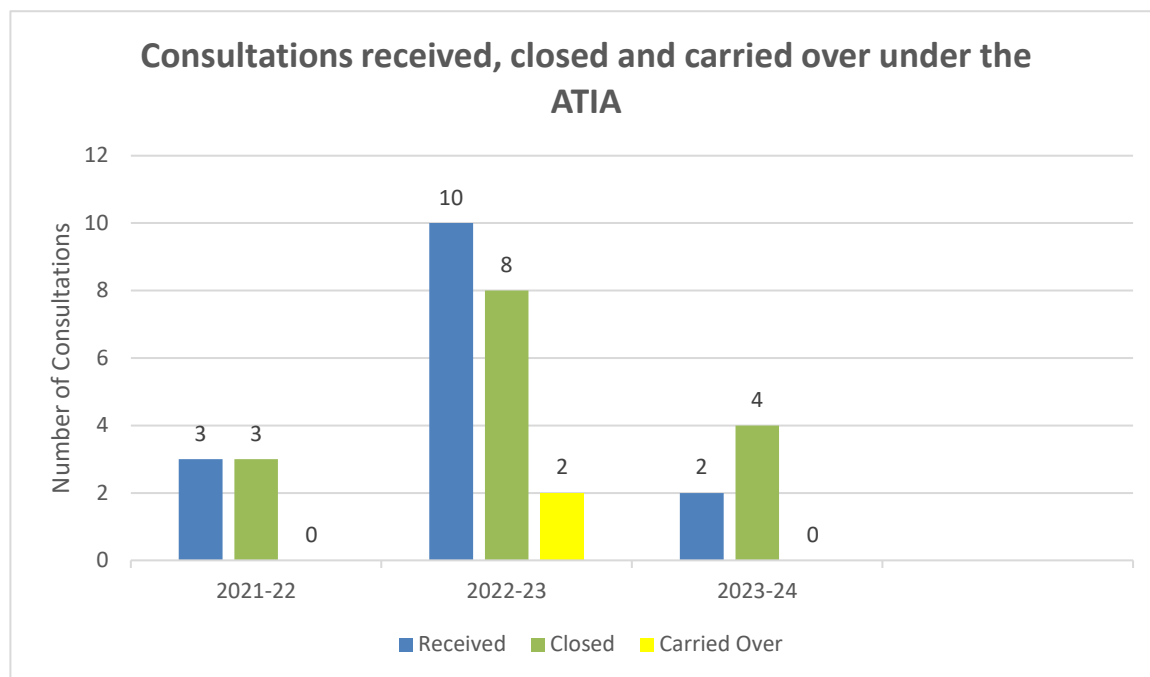
consultations, the Mint recommended partial disclosure. The remaining consultation request was abandoned by the consulting institution.

Completion times were as follows:

- Two consultations were completed between 31 to 60 days; and
- Two consultations were completed between 61 to 120 days.

No consultations were received from organizations outside the GoC during the reporting period, or the last two reporting periods.

**Figure 4: Consultations received, closed, and carried over**



#### **Consultations on Cabinet Confidences**

No consultations were carried out with the Privy Council Office on Section 69 of the *Act* during the current and previous two reporting periods.

#### **Complaints**

No complaints were received during the reporting period and no complaints were active as of the last day of the reporting period.

### ***B. RCMH-MRCF Inc.***

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

### ***C. FEES***

The \$5.00 application fee was collected for 12 of the 17 new requests and waived for 5 requests. Waivers were provided in one case where for ease of administration, and at the suggestion of the ATIP Office, one requester agreed to split a request into 5 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 \$430,070. This expenditure represents a significant increase of 49.3% from last reporting period and is due to the one-time cost acquisition and implementation of ATIP Software at a cost of \$183,325. The cost of employee salaries and the cost for one consultant to assist with request processing and ad hoc access to information matters is \$247,850. The cost 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 2.736, the same as last reporting period.

## V. TRAINING AND AWARENESS

The ATIP Office conducted access to information and privacy request training across the Mint through team-specific and targeted training sessions. Each session addresses the access to information and privacy employee training requirements prescribed by TBS. These sessions also were used to reinforce the compliance requirements outlined in the Mint's mandatory corporate-wide privacy awareness and training e-module.

## VI. PROACTIVE PUBLICATION UNDER PART 2 OF THE ACT

The Mint is a government institution as defined in section 3 of the *Act*, and for the purposes of proactive publication requirements under Part 2. The Mint is subject to the following requirements, as outlined in the table below:

- Section 82: Travel expenses
- Section 83: Hospitality expenses
- Section 84: Reports tabled in Parliament

### Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
<b>All Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>			
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
<b>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></b>			
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
<b>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)</b>			
Reclassification of positions	85	Within 30 days after the quarter	No
<b>Ministers</b>			
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 Common 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	78	Within 120 days after the fiscal year	No

by TBS on behalf of all institutions.			
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During the reporting period, on occasion, the Mint missed the legislative 30-day timeline for posting travel and hospitality. The issue arose due to unplanned leave of absences and delays that also affected the Mint's ability to track compliance rate. As of April 30th, 2024, the Mint had published all travel and hospitality expenses related to the period April 1, 2023, to March 31, 2024, and implemented measures to track compliance rates. The Mint is introducing quarterly internal compliance reports to ensure all parties involved in the process are aware and complying with required timeframes and compliance tracking.

The Mint's compliance rate for s.84 requirements (reports to Parliament) was 100% during the reporting period.

Links to the Mint's published proactive publication requirements are provided below.

- Travel and Hospitality Expenses (<http://expenses.mint.ca/>)
- Reports Tabled in Parliament\*:
  - [Royal Canadian Mint: Annual Report 2023](https://www.mint.ca/globalassets/about/company/reports/2023/annual-report-2023/rcm-ar-2023-en-final.pdf)  
<https://www.mint.ca/globalassets/about/company/reports/2023/annual-report-2023/rcm-ar-2023-en-final.pdf>
  - [Summary of the Corporate Plan 2024-2028 and 2024 Capital Budget](https://www.mint.ca/globalassets/about/company/reports/2024/summary-corporate-plan-2024-28-en.pdf)  
<https://www.mint.ca/globalassets/about/company/reports/2024/summary-corporate-plan-2024-28-en.pdf>
  - [Access to Information: Annual Report 2022-2023](https://www.mint.ca/globalassets/privacy/access-to-information-and-privacy-annual-reports/report-administration-access-information-act-2022-23-annual-report-en.pdf)  
<https://www.mint.ca/globalassets/privacy/access-to-information-and-privacy-annual-reports/report-administration-access-information-act-2022-23-annual-report-en.pdf>
  - [Privacy Act: Annual Report 2022-2023](https://www.mint.ca/globalassets/privacy/access-to-information-and-privacy-annual-reports/report-administration-privacy-act-2022-23-annual-report-en.pdf)  
<https://www.mint.ca/globalassets/privacy/access-to-information-and-privacy-annual-reports/report-administration-privacy-act-2022-23-annual-report-en.pdf>
- \*Mint reports dating back to 2000 can be found [here](https://www.mint.ca/en/company/reports)  
<https://www.mint.ca/en/company/reports>

## VII. POLICIES, GUIDELINES, PROCEDURES, INITIATIVES AND PROJECTS

**Open Government:** Open Government is a federal initiative that promotes 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 access to information requests to the Open Government Portal, to facilitate informal access.

**Info Source:** The Mint maintains a description of its record groupings and personal information holdings, aligned with its business lines and related programs, known as Information about Programs and Information Holdings. This web publication, available on [mint.ca](https://www.mint.ca), assists individuals to exercise their rights under the *Act* by providing an overview of the information held by the Mint.

**ATIP software solution:** In recognition of the importance of the ATIP function, the Mint identified ATIP request processing software as an important, strategic digital project. In September 2023, the Mint executed a contract with one of the two software companies selected through the GoC competitive process. During the months that followed, the Mint worked with the company and its system integrator to configure the software to align with standard GoC ATIP processes. By the end of the reporting period, user acceptance testing was well underway and the ATIP Office is expected to begin using the software in June 2024. A key initiative within the Mint's digital transformation strategy, the upcoming software launch will be celebrated in anticipation of the efficiency gains for the ATIP Office.

**Access Online Management Tool (AOMT):** AOMT, which enables institutions to receive and deliver release packages through a secure portal rather than by email is the primary channel by which the Mint receives requests. In support of this useful tool, during the last two reporting periods the Mint ATIP Office has actively supported TBS by participating in AOMT User Acceptance Testing and provided recommendations on how the tool could be improved. As an early adopter of ATIP software, the Mint will continue to support TBS when it is ready to integrate AOMT to the ATIP software solutions.

## VIII. COMPLAINTS

No complaints were outstanding from the previous reporting period and no new complaints were received. As such, there were no active complaints as of the last day of the reporting period.

## IX. MONITORING COMPLIANCE

### *A) Request Processing Time*

ATIP Office staff meets on a twice -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.

### *B) Limiting Inter-institutional Consultations*

During the reporting period, the Mint limited consultations to sensitive subject matters where the Mint required additional input from another institution to understand disclosure concerns. The Mint did not consult on mandatory exemptions under the Act or when the information pertained primarily to the Mint. In some cases, the Mint submitted general inquiries to other institutions to understand potentially sensitive information that reoccurred throughout a file, such as security concerns related to telephone numbers assigned to employees of an investigative body. By limiting consultations, during the reporting period, waiting for responses from other government institutions did not result in missed legislative deadlines.

### *C) Assessing Commonly Requested Subject Matter*

The scope of the Mint's business undertakings is very diverse, resulting in an inventory of requests spanning a broad variety of subject matter related to the institution's commercial activities and historic events. The Mint complies with its Proactive Publication requirements and continually monitors requests to identify trends and opportunities for transparency.

### *D) Contract Measures*

The Mint's contracts with our vendors clearly denote that, as a federal Crown corporation, the Mint is subject to the Act. The contracts also impose duty on the Mint's contracting counterparty to cooperate as required with the Mint to promptly fulfill any request for access to information.

Due to the nature of the Mint's business, the Mint typically enters into formal contracts rather than information-sharing agreements or arrangements. When the latter are considered or used as a means of sharing the Mint's information with external parties, the ATIP Office is consulted.



### *E) Part 2 of the Act - Accuracy and Completion of Proactively Published Information*

The Mint's Travel, Hospitality Expense Management System (THEMIS) is used to manage and monitor the accuracy and completeness of expenses incurred by senior officers or employees of the institution (i.e. Vice Presidents, CEO and members of the Board of Directors). Through the THEMIS workflow, expenses follow a validation and approval process prior to being proactively published on [www.mint.ca](http://www.mint.ca). Without a unique THEMIS generated number, an expense claim cannot be created and will not be processed by the Finance Team. Once the expense is created with a THEMIS number, business expenses are reviewed, approved and reimbursed. The Mint's Finance Team completes a monthly validation report which is cross referenced against expense receipts. Prior to being published to [www.mint.ca](http://www.mint.ca), the information is translated and reviewed by the Communications Team.

**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 »

<b>Access to Information Act</b>			
<b>Loi sur l'accès à l'information</b>			
<b>Provision</b>	<b>Description</b>	<b>Vice-President, Corporate and Legal Affairs;</b>	<b>ATIP Generalist</b>
<b>Disposition</b>		<b>ATIP Coordinator</b>	
		<b>Vice-président, Affaires générales et juridiques;</b>	<b>Généraliste, AIPRP</b>
		<b>Coordonnatrice, AIPRP</b>	
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	•	•
<b>Exemption Provisions of the Access to Information Act</b> <b>Dispositions d'exception de la Loi sur l'accès à l'information</b>			
<b>Provision</b> <b>Disposition</b>	<b>Description</b>	<b>Vice-President, Corporate and Legal Affairs;</b>  <b>ATIP Coordinator</b>  <b>Vice-président, Affaires générales et juridiques;</b>  <b>Coordonnatrice, AIPRP</b>	<b>ATIP Generalist</b>  <b>Généraliste, AIPRP</b>
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	•	
<b>Other Provisions of the Access to Information Act</b> <b>Autres dispositions de la Loi sur l'accès à l'information</b>			
<b>Provision</b> <b>Disposition</b>	<b>Description</b>	<b>Vice-President, Corporate and Legal Affairs;</b>  <b>ATIP Coordinator</b>  <b>Vice-président, Affaires générales et juridiques;</b>  <b>Coordonnatrice, AIPRP</b>	<b>ATIP Generalist</b>  <b>Généraliste, AIPRP</b>
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	•	

<b>Access to Information Regulations</b> <b>Règlement sur l'accès à l'information</b>			
<b>Provision</b> <b>Disposition</b>	<b>Description</b>	<b>Vice-President, Corporate and Legal Affairs;</b>  <b>ATIP Coordinator</b>	<b>ATIP Generalist</b>
		<b>Vice-président, Affaires générales et juridiques;</b>  <b>Coordonnatrice, AIPRP</b>	<b>Généraliste, AIPRP</b>
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 Coordonnatrice, 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: 4/1/2023 to 3/31/2024

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

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		17
Outstanding from previous reporting periods		5
• Outstanding from previous reporting period	5	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>22</b>
Closed during reporting period		20
Carried over to next reporting period		2
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	1	

#### 1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	1
Organization	0
Public	10
Decline to Identify	4
<b>Total</b>	<b>17</b>

#### 1.3 Channels of requests

Source	Number of Requests
Online	16
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>17</b>

### Section 2: Informal Requests

#### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	



## 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
2	103	4	614	1	621	1	1238	1	19214

### 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
<b>Total</b>	<b>0</b>
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	2	4	0	0	0	0	6
Disclosed in part	0	0	3	5	2	1	0	11
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	1	0	0	0	0	1
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
<b>Total</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>20</b>

## 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	5	18(a)	6	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	7	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)	4	21(1)(a)	5
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
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)	3
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	1	16.1(1)(d)	0	19(1)	8	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	2	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)	2	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	2				
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	17	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
1654	1421	18

**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	6	23	0	0	0	0	0	0	0	0
Disclosed in part	7	160	3	642	1	829	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	1	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>	14	183	3	642	1	829	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	0	0	0	0

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	17
Percentage of requests closed within legislated timelines (%)	85

## 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
3	1	0	0	2

### 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	1	0	1
16 to 30 days	0	1	1
31 to 60 days	1	0	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
<b>Total</b>	2	1	3

## 4.8 Requests for translation

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



## Section 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	3	0
Disclosed in part	7	0	8	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	1	0	1	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>12</b>	<b>0</b>

### 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	1	0	6	0
31 to 60 days	1	0	0	0
61 to 120 days	3	0	3	0
121 to 180 days	2	0	2	0
181 to 365 days	1	0	1	0
365 days or more	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>12</b>	<b>0</b>

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	12	\$60.00	5	\$25.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>12</b>	<b>\$60.00</b>	<b>5</b>	<b>\$25.00</b>	<b>0</b>	<b>\$0.00</b>



## 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
<b>Total</b>	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
<b>Total</b>	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		\$201,895
Overtime		\$0
Goods and Services		\$228,175
• Professional services contracts	\$44,850	
• Other	\$183,325	
<b>Total</b>		<b>\$430,070</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.460
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.276
Students	0.000
<b>Total</b>	<b>2.736</b>

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

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

Name of institution: Royal Canadian Mint

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	1	1	2
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
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>

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
<b>Total</b>	<b>0</b>

**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
--	----

**Section 4: Universal Access under the Privacy Act**

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

Canada

**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: 4/1/2023 to 3/31/2024

### 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 periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		0
Closed during reporting period		0
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)	0
Organization	0
Public	0
Decline to Identify	0
<b>Total</b>	0

#### 1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	0

### Section 2: Informal Requests

#### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	







## 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)	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	16.4(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	0	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
0	0	0

**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	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
<b>Total</b>	0	0	0	0	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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	0	0	0	0

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

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

## 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
0	0	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	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

## 4.8 Requests for translation

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

## Section 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	0	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
<b>Total</b>	0	0	0	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	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	0	0

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	0	\$0.00	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
<b>Total</b>	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
<b>Total</b>	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		\$1,015
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$1,015</b>

### 11.2 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
<b>Total</b>	<b>0.000</b>

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

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

Name of institution: RCMH-MRCF Inc.

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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

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
<b>Total</b>	<b>0</b>

**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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