CANADIAN MUSEUM OF NATURE ANNUAL REPORT

ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

April 1, 2024, to March 31, 2025

Annual Report
Access to Information Act
April 1, 2024 to March 31, 2025

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 specific exceptions outlined in the *Act*. Additionally, decisions made by federal institutions regarding the disclosure of government information are subject to independent review by the Information Commissioner of Canada and 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 Identity and Culture and Minister responsible for Official Languages. The Board of Trustees is responsible for setting the strategic direction of the Corporation, while the President and Chief Executive Officer is responsible for its day-to-day operations.

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, and both electronic and print publications. These initiatives support community engagement and foster learning, understanding, and respect for nature.

Collections Management:

The Museum develops, preserves, and provides access to collections of natural history specimens, objects, and information to meet the needs of public and private sectors for research, education, and informed decision-making.

Research:

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

Internal Services:

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

Accommodation:

The Museum provides secure and functional facilities that meet all safety and building-code requirements. 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 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 Coordinator.

The Museum occasionally employs a contractor to support the Vice President, Corporate Services and the Access to Information and Privacy Coordinator 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 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 under Part 1 of the *Access to Information Act*, 2024–2025

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 2024–2025 reporting period, the Museum did not receive any formal access to information requests. One (1) informal request was received, and one (1) informal request was carried over from the previous year. No formal consultation requests were received from other Government of Canada institutions.

The Canadian Museum of Nature did not receive or conclude any complaints during the 2024–25 reporting period.

Access to Information Requests: Three-Year Summary:

YEAR	# REQUESTS	COMPLETED	CARRIED OVER
2024-25	0	0	0
2023-24	2	3	0
2022-23	2	1	1

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 advice and guidance as needed, to Museum 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 2024-25. 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. In addition to formal training, the

Museum will explore complementary awarness-raising activities, such as targeted communications and information resources (e.g., SharePoint).

6. Policies, Guidelines, and Procedures

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

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 2026-27.

7. Initiatives and Projects to Improve Access to Information

The Canadian Museum of Nature did not implement any specific initiatives or projects to improve access to information during the 2024–25 reporting period. However, as part of a broader internal review of policies and processes, the Museum is exploring opportunities to strengthen information management practices . This includes assessing how records are organized, accessed, and disclosed, and identifying areas for improvement to support greater transparency and responsiveness in future planning cycles.

8. Summary of Key Issues and Actions Taken on Complaints

No complaints were received or concluded by the Canadian Museum of Nature during the 2024–25 reporting period.

9. Proactive Publication under Part 2 of the *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.

Details of proactive publications under Part 2 of the *Access to Information Act* are provided in Appendix B.

10. Monitoring Compliance

During the reporting period, regular updates were provided to the VP, Corporate Services regarding incoming requests. 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
95	All powers, duties or functions of the Head of the Institution	President
7 (a)	Notice where access required	ATIP Coordinator
8 (1)	Transfer to-from institution	ATIP Coordinator
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 Coordinator
12 (2)(3)	Language – alternate format of access	V.P. Corporate Services
13 through 24	Apply exemptions	ATIP Coordinator
25	Severance	ATIP Coordinator
26	Information to be published	V.P. Corporate Services
27 (1)(4)	Third party notification	ATIP Coordinator
28 (1)(2)(4)	Apply third party procedures	ATIP Coordinator
29 (1)	Disclosure on recommendations of Information Commissioner	V.P. Corporate Services
33	Advise Information Commissioner of third-party involvement	ATIP Coordinator
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 Coordinator
94	Prepare annual report	ATIP Coordinator

Dr. Danika Goosney, President, and CEO

August 5, 2025
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 Of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines *	Link to web page where published**
Apply to all Government Institutions as defined in section 3 of the *Access to Information Act*						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes	Chief Financial Officer	100%	https://search.open.canada.ca/travel_annual/
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Chief Financial Officer	100%	https://search.open.canada.ca/travel_annual/
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Corporate Secretary	100%	https://nature.ca/en/about-the-museum/governance/corporate-reports/
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the *Financial Administration Act*						
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 memorandum 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			
Applies to government institutions that are departments named in Schedule I to the *Financial Administration Act* 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			
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials	74(a)	Within 120 days after	No			

prepared by a governmen t institution for new or incoming ministers		appointme nt				
Titles and reference numbers of memorand a prepared by a governmen t 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 governmen t 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 governmen t institution for a	74(d)	Within 120 days after appearanc e	No			

minister's appearance before a committee of Parliament						
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			