Ingenium
Canada's Museums of Science and Innovation
Musées des sciences et de l'innovation du Canada

ANNUAL REPORT

on the

ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

APRIL 1, 2024 TO MARCH 31, 2025

Canada

Table of Contents

Table of Contents 2
1. INTRODUCTION 3
2. ORGANIZATIONAL STRUCTURE 3
3. DELEGATION ORDER 4
4. PERFORMANCE 2024-2025 4
5. TRAINING AND AWARENESS 6
6. POLICIES, GUIDELINES AND PROCEDURES 6
7. INTIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION 7
8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS 7
9. PROACTIVE PUBLICATION UNDER PART 2 OF THE *ACCESS TO INFORMATION ACT* 7
10. MONITORING COMPLIANCE 10
APPENDIX A – DELEGATION ORDER 11

1. INTRODUCTION

The *Access to Information Act* (the Act) gives Canadian citizens the legislated right to access information in federal government records, subject to certain limitations and specific exemptions. The Act complements other methods for obtaining government information and does not limit in any way the access to federal government information that is normally available to the public upon request.

This report is prepared by Ingenium – Canada's Museums of Science and Innovation, in accordance with section 94 of the Act and is tabled in Parliament by the Minister of Canadian Identity and Culture and the Minister responsible for Official Languages in accordance with the aforementioned section. It describes how Ingenium fulfilled its responsibilities under the Act during the fiscal year beginning April 1, 2024 and ending March 31, 2025.

Ingenium was established as an autonomous Crown Corporation on July 1, 1990, with the passage of the *Museums Act*. The mandate of the Corporation as stated in the *Museums Act* is:

> *To foster scientific and technological literacy throughout Canada by establishing, maintaining and developing a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology and their economic, social and cultural relationships with society.*

Although section 68 of the Act does not apply to museum material, the nature of the institution's mandate means that information is made readily available to anyone requesting it. Most requests are, therefore, addressed on an informal basis. The sources are so varied, and the contacts so widely distributed that no statistics are maintained of those informal requests.

Ingenium has no wholly owned subsidiaries or non-operational institutions.

2. ORGANIZATIONAL STRUCTURE

The Corporate Secretariat of Ingenium – Canada's Museums of Science and Innovation[1] administers the provisions of the *Access to Information Act* and the *Privacy Act* and is accountable to the President and CEO of Ingenium. Given the low volume of requests, Ingenium does not assign a full FTE to these activities. As such, two staff - the Director, Strategic Planning, Policy, and Results, as well as the Advisor, Governance and Compliance - undertake the following activities as part of their roles:

- processing all requests made under the Acts;
- developing policies, guidelines and procedures with respect to fulfilling the Corporation's legislative requirements of both Acts;
- promoting awareness of both Acts, delivering training, and providing advice and guidance to ensure that employees and management understand their roles and responsibilities;
- monitoring compliance with both Acts;
- ensuring Ingenium publications tabled in Parliament are posted to Ingenium's website within the legislated timeframe;

[1] The legal name of the Corporation is the National Museum of Science and Technology. The name "Ingenium - Canada's Museums of Science and Innovation" is used publicly in communications, other than when the legal name is required.

- completing Privacy Impact Assessments (PIAs);
- coordinating reporting on privacy breaches;
- participating in and contributing to the broader Access to Information and Privacy (ATIP) community of practice;
- uploading statistical reports;
- preparing annual reports for tabling; and,
- updating the Ingenium *Info Source* chapter annually.

For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section "**Proactive Publication under Part 2 of the ATIA**", below.

The libraries at the Ingenium Centre and the Canada Aviation and Space Museum have been designated as reference centres for the purposes of the *Access to Information Act*.

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

3. DELEGATION ORDER

The President and CEO of Ingenium, as designated head of the Corporation under the *Access to Information Act*, exercises powers entrusted to the position by the Act, such as exemptions and exclusions.

The Advisor, Governance and Compliance serves as the Access to Information (ATI) Coordinator for Ingenium and is responsible for the administration and implementation of the *Access to Information Act* requirements (See Appendix A - Delegation Order).

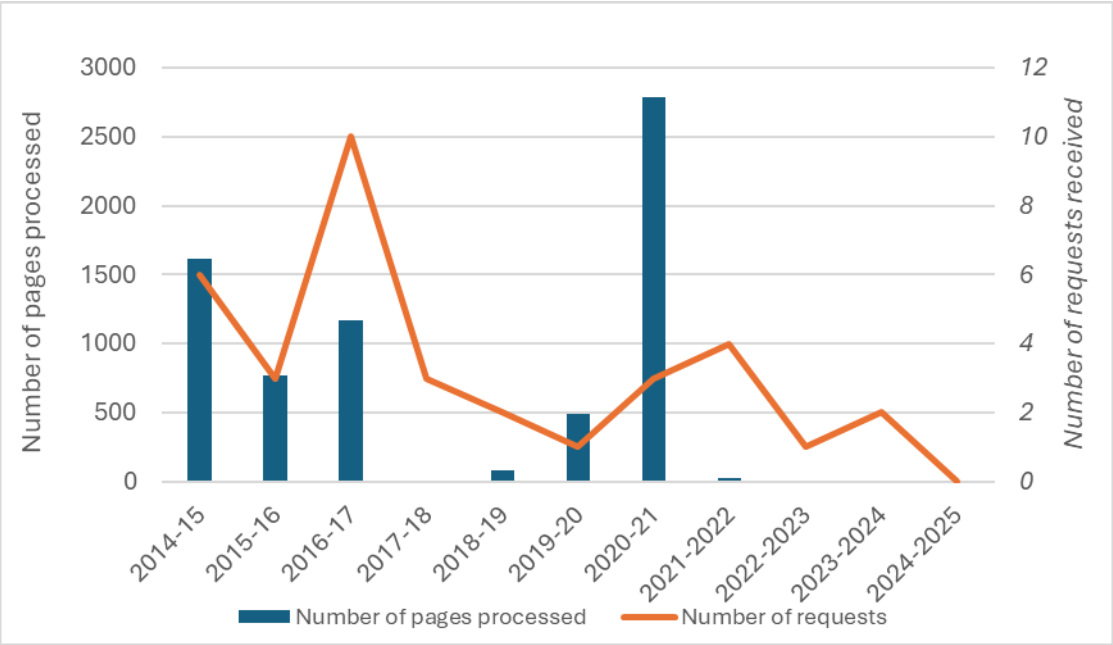
4. PERFORMANCE 2024-2025

During 2024-2025, the Corporation received no formal requests and two informal requests. Ingenium was consulted on one request from a provincial government institution and one from a federal government institution.

a. Formal Requests

No formal requests were received.

Access to Information Requests and Pages Processed, 2014-2015 to 2024-2025



In terms of trends, the Corporation continues to experience a low volume of ATI requests. Fewer than 12 requests per year have been received in each year since 2014-2015.

While it is not possible to determine the cause of the low volume of ATI requests, or even whether the trend will continue, Ingenium notes that the public has increasing points of open access to government information including Open Data sources, the Open Government portal and proactive disclosure statements. In addition to on-site visits and tours, Ingenium provides access to its collection through its Collection online portal and its Library and archives catalogue.

The number of Parliamentary questions for which Ingenium has provided a response continues to be significant. In 2024-2025, 43 Parliamentary questions were treated, compared to 51 the year before. The reduction is due to the prorogation of Parliament in January 2025. Parliamentary questions offer a platform for members of parliament to represent the interests of their constituents by presenting questions in the House of Commons. This is another avenue for Canadians to seek information from federal institutions through their elected representatives. A single parliamentary question may be addressed to all of government or multiple federal institutions, whereas a request made under the Act is addressed to a single institution. In the case of an ATI request, there may be a need to consult with other institutions, which may impact the length of time required to supply a full response.

b. Sources of Requests

Ingenium received no formal requests during the period.

In terms of trends, the media remains the largest source of requests for information from the Corporation. Since 2013-2014, the media has been the source of 18 requests which represents approximately half of the requests.

c. Consultation Requests

During the reporting period, Ingenium received two consultation requests, one from a provincial government institution and one from a federal government institution. The first request was disclosed entirely, required one page to be reviewed, and was completed within 15 days. The other was disclosed in part, required 164 pages to be reviewed, and was completed within 15 days.

In terms of trends, the volume and nature of the consultations received from other government sources are similar to the volume and nature of requests for information the Corporation received during the same period.

d. Processing Requests

Ingenium received no formal requests during the period and had no active requests at the end of the reporting period.

e. Fees and Costs

As a Schedule III Crown corporation, Ingenium is not subject to the *Service Fees Act*.

The Access to Information and Privacy Office collected $0 in application fees during 2024-2025. The $5.00 application fee is the only fee charged for an ATI request. Ingenium has no formal policy regarding the waiving of fees but considers requests on a case-by-case basis and aligns with TBS guidance on waiving fees for Indigenous requestors and their representatives for requests related to advancing reconciliation.

During 2024–2025, the Access to Information and Privacy Office incurred $4,512 in salary costs to administer the Act. The Office also incurred $1,576 in professional services contracts for the development and delivery of ATIP training to Ingenium's Board of Trustees, as noted in section 5.

f. Complaints

Ingenium received no complaints during the reporting period. One outstanding complaint (#5820-01373) relating to the application of extensions, originally received in 2020-2021, was resolved during the reporting period. Ingenium has one outstanding complaint (#5820-01161), which was originally received in 2020-2021 and is related to extensions.

Actions taken to address these complaints are described in section 8: Summary of Key Issues and Actions Taken on Complaints.

5. TRAINING AND AWARENESS

During 2024-2025, the ATIP coordinator delivered a presentation on ATIP awareness at an all-staff meeting. A consultant developed and delivered ATIP Training to Ingenium's Board of Trustees, focusing on the legislative context and requirements as well as individual trustees' responsibilities.

6. POLICIES, GUIDELINES AND PROCEDURES

During 2024-2025, Ingenium implemented a new procedure to comply with the requirement to use *Open Government* as the prescribed platform for proactive publication under Part 2 of the *Access to Information Act*. The implementation of this procedure is further detailed in Section 9 of this report.

During 2024-2025, Ingenium did not implement any new policies or guidelines related to the *Access to*

Information Act.

7. INTIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

Ingenium uses the ATIP Online platform to improve access and processing times for requestors.

As part of its commitment to Truth and Reconciliation, equity, diversity, inclusion, and accessibility (TREDIA), Ingenium is continuing to undertake a Harm Reduction Process for its collection catalogue and database. This project seeks to address language that could be harmful to certain communities – including Indigenous communities – in order to better respect and reflect these communities. This reduces barriers to accessing collections information.

8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

In 2024-2025, one of the complaints originally filed in 2020-2021 was resolved. The relevant third party who had been granted a judicial review withdrew their request for the review. Ingenium has disclosed the records at issue to the requestor in compliance with the Order made by the Information Commissioner.

Ingenium is awaiting instruction from the Office of the Information Commissioner regarding the remaining outstanding complaint, which was originally filed in 2020-2021.

9. PROACTIVE PUBLICATION UNDER PART 2 OF THE *ACCESS TO INFORMATION ACT*

Ingenium is a government institution for the purposes of Part 2 of the Act. As such, it is subject to the following proactive publication requirements:

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	Finance division	100	https://search.open.canada.ca/opendata/?owner_org=cstm-mstc&page=1&sort=metadata_modified+desc
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Finance division	100	https://search.open.canada.ca/opendata/?owner_org=cstm-mstc&page=1&sort=metadata_

						modified+desc
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Corporate Secretariat	100	https://search.open.canada.ca/opendata/?owner_org=cstm-mstc&page=1&sort=metadata_modified+desc
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	Not applicable	Not applicable	Not applicable
Grants & Contributions over $25,000	87	Within 30 days after the quarter	No	Not applicable	Not applicable	Not applicable
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	No	Not applicable	Not applicable	Not applicable
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	Not applicable	Not applicable	Not applicable
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of	88(c)	Within 120 days after appearance	No	Not applicable	Not applicable	Not applicable

Parliament						
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	Not applicable	Not applicable	Not applicable
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No	Not applicable	Not applicable	Not applicable
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	Not applicable	Not applicable	Not applicable
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	Not applicable	Not applicable	Not applicable
Packages of briefing materials prepared by a government institution for a	74(d)	Within 120 days after appearance	No	Not applicable	Not applicable	Not applicable

minister's appearance before a committee of Parliament						
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No	Not applicable	Not applicable	Not applicable
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No	Not applicable	Not applicable	Not applicable
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No	Not applicable	Not applicable	Not applicable
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	Not applicable	Not applicable	Not applicable

During the period, Ingenium transitioned proactively published documents from its own website to the *Open Government* portal. Due to this transfer, the publication dates listed in the Open Government portal reflect the date that the document was transferred to Open Government rather than the date it was first made publicly available.

10. MONITORING COMPLIANCE

The ATIP Office monitors the time to process requests and administer the Act through weekly verbal status reports. Any issues of significant interest are discussed with the President and CEO on an as-needed basis.

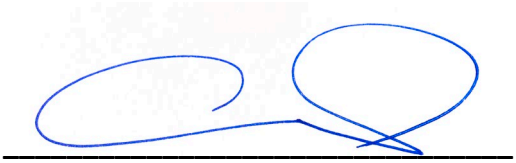
The status of ATI requests and proactive publication – in addition to other compliance requirements – are reported to Ingenium's Board of Trustees twice annually through a compliance report that is reviewed and attested to by the President and CEO and the Chief Operating Officer, Corporate and People Services. Travel and hospitality expenses for the President and CEO and the Board of Trustees are presented quarterly to the Finance, Audit, and Risk Management Committee of the Ingenium Board of Trustees.

APPENDIX A – DELEGATION ORDER

ACCESS TO INFORMATION ACT DELEGATION ORDER

In accordance with the *Access to Information Act,* the President and CEO of Ingenium – Canada's Museums of Science and Innovation, hereby delegates the powers, duties and functions stipulated in the under-listed sections and subsections of the *Act*:

Position	*Access to information Act* and Regulations
Director, Strategic Planning, Policy and Results	All powers that can be delegated as per the Treasury Board Policy on Access to Information
Advisor, Governance and Compliance	All powers that can be delegated as per the Treasury Board Policy on Access to Information



Christina Tessier
President and CEO

June 23, 2025