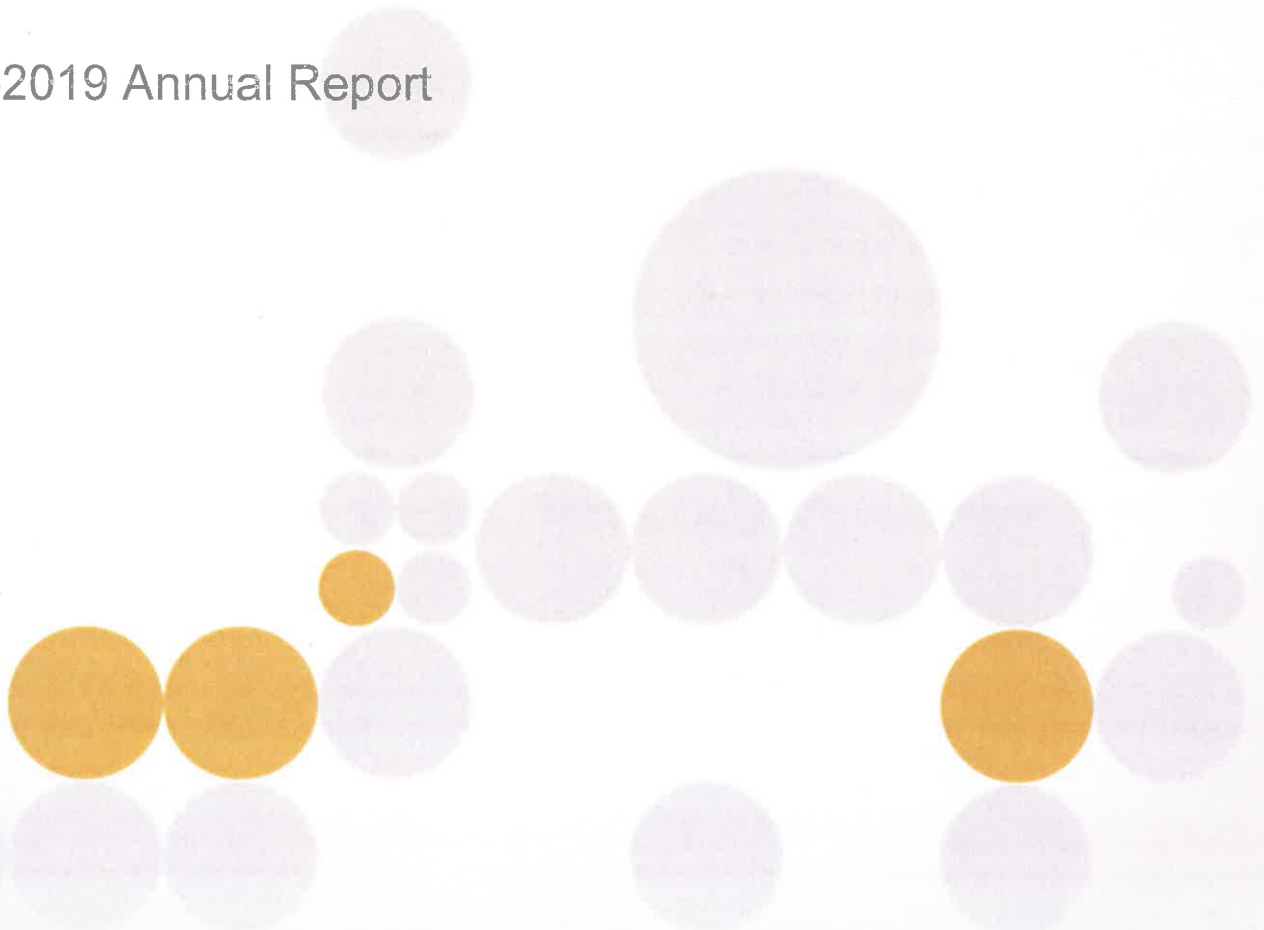




Report on the Administration of the *Access to Information Act*

2018-2019 Annual Report



Royal Canadian Mint

Access to Information Act

2018-2019 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 exemptions and exclusions, 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, 2018 to March 31, 2019. The Annual Report is prepared and tabled in Parliament in accordance with section 72 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 self-financing commercial 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. is a holding company and does not employ staff but has nominated a President, a Corporate Secretary, and a Treasurer as the Corporation's Officers, all of whom 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) Office 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 Act and ensures compliance with the legislation within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc.

In addition to the Coordinator, the ATIP Office is composed of the ATIP Generalist and the Senior Program Manager, Privacy. Both the Director, Regulatory Affairs (Compliance) & ATIP Coordinator and the ATIP Generalist have duties pertaining to files other than ATIP and are therefore recorded as dedicating a certain proportion of their time on the administration of the Act. The Senior Program Manager, Privacy provides guidance and expertise on certain Access to Information request files on an as-needed basis but is not formally recorded as a resource in administering the Act.

III. Delegation Orders

The President and CEO of the Mint and the President of RCMH-MRCF Inc. have officially delegated the powers, duties and functions for the administration of the Act to certain positions per the organizations' respective Delegation Orders (see Attachments 1 and 2).

IV. Highlights of the Statistical Report

The Statistical Report in Attachment 3 presents data on the processing of requests and consultations closed by the Mint in 2018-19. This section provides a narrative summary and interpretation of that data. Where possible, a trend analysis of the three previous reporting years is provided. As detailed later in the report, there is no statistical information to report for RCMH-MRCF Inc. (Attachment 4).

The following table presents an overview of the key data points for the Mint (subsequent charts and tables below provide more information).

Access to Information Act - Overview of Key Data

	2018- 2019	2017- 2018	2016- 2017	2015- 2016
Formal requests received under the <i>Access to Information Act</i>	12	13	23	34
Requests completed during the reporting period	13	13	19	58
Number of pages processed	3845	3424	961	7101
Number of requests completed within legislated timeframes*	8	7	18	44
Number of requests completed beyond legislated timeframes	5	6	1	14
Complaints to the Information Commissioner	0	1	1	4

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

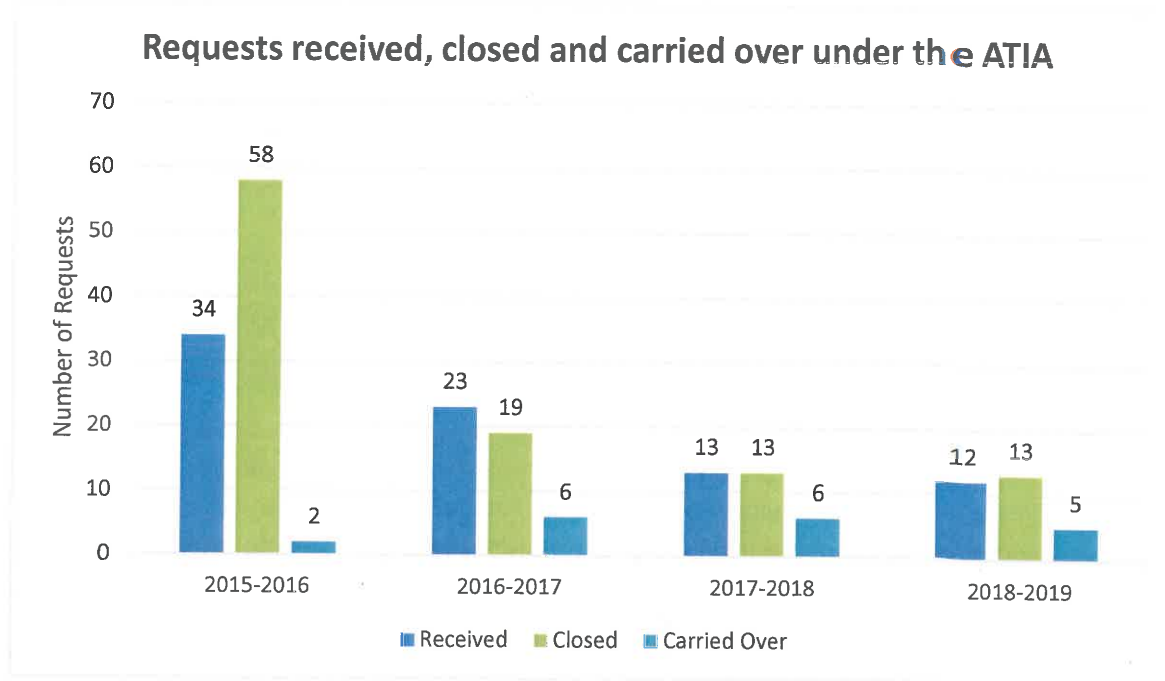
A. *Royal Canadian Mint*

During the 2018-19 reporting period, the Mint processed 18 formal requests, of which 12 were new requests and 6 were carried over from the previous period. Of these 6 requests carried over from 2017-18, 3 were closed in the reporting period. The remaining 3 are extremely complex, voluminous and labour-intensive requests from 2015, 2016 and early 2018. While they remained open at the end of 2018-19, ATIP office staff spent a considerable amount of time in this reporting period working on these files and carrying out internal consultations in an effort to make progress towards the release of records. It is anticipated that some of these requests will be reported as closed in the next period or will have significant interim releases provided to the requester.

Of the 18 requests processed, 13 were closed and 5 were carried over to the 2019-20 reporting period. In comparison, a total of 19 requests were processed in the previous period. The number of new requests received (12) is consistent with the previous reporting period (13 in 2017-18) but somewhat lower than the number received in the previous two periods (23 in 2016-17 and 34 in 2015-16). 8 requests (62%) were responded to within legislated timeframes according to the Information Commissioner's standards whereas in previous reporting periods, the comparable data is as follows: 7 (54%) in 2017-18; 18 (95%) in 2016-17; and 44 (76%) in 2015-16. Despite the lower number of formal requests in the past two years, workload has not decreased particularly given the ATIP office's continued focus on addressing the complex request backlog involving large volumes of records from previous years.

The following chart illustrates the trends in requests received, closed and carried over in the current and previous three reporting periods.

Figure 2: Requests received, closed and carried over



Source of New Requests

From the 12 new requests received in 2018-19, 1 was media, 1 academia, 1 business, 2 organization, 2 public and 5 declined to identify. Although the Mint has normally seen a higher number of media requesters than represented in this reporting period (e.g. 4 media requesters in 2017-18), there is a general trend that more requesters appear to be selecting the option of declining to identify.

Table 3: Source of requests

Source	Number of requests and percentage of total requests			
	2018-2019	2017-2018	2016-2017	2015-2016
Media	1 (8%)	4 (31%)	7 (30%)	29 (85%)
Academia	1 (8%)	0	2 (9%)	1 (3%)
Business (private sector)	1 (8%)	0	0	1 (3%)
Organization	2 (17%)	0	1 (4%)	1 (3%)
Public	2 (17%)	0	6 (26%)	1 (3%)
Decline to Identify	5 (42%)	9 (69%)	7 (30%)	1 (3%)
Total	12	13	23	34

Note: due to rounding, percentages may not exactly equal 100

Disposition of Closed Requests

Of the 13 requests closed during this reporting period:

- 10 were disclosed – 8 partially and 2 fully;
- 2 were abandoned; and
- 1 was transferred to another institution.

Exemptions Used

The Mint invoked the following exemptions under the Act:

- 16(2)(c) in 1 request (the vulnerability of particular buildings or other structures or systems, including computer or communication systems, or methods employed to protect such buildings or other structures or systems).
- 18(a) in 4 requests; (b) in 5 requests; and (d) in 4 requests (information pertaining to the economic interests of Canada).
- 19(1) in 7 requests (personal information about an individual other than the applicant).
- 20(1)(b) in 4 requests; (c) in 5 requests; and (d) in 1 request (third party information).
- 21(1)(a) in 3 requests; and (b) in 2 requests (information pertaining to the operations of government).
- 23 in 1 request (solicitor-client privilege).

All the exemptions utilized in the current reporting period are consistent and generally invoked year over year to varying extents. No requests were subject to any exclusions.

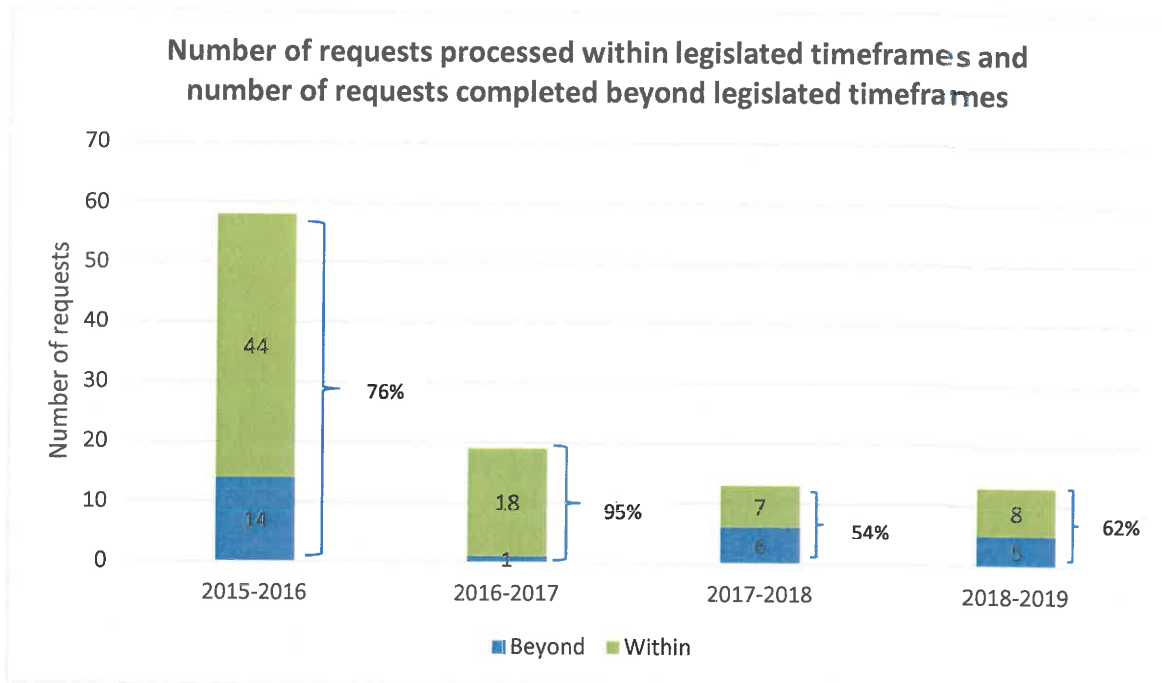
Completion Time and Extensions

Of the 13 requests closed during the reporting period, 6 requests incurred the following time extensions:

- 3 requests were extended between 31 to 60 days and 2 between 61 to 120 days;
- 1 request was extended between 121 to 180 days (specifically 150 days) due to the large number of records involved such that meeting the original time limit would result in the unreasonable interference with the Mint's operations.

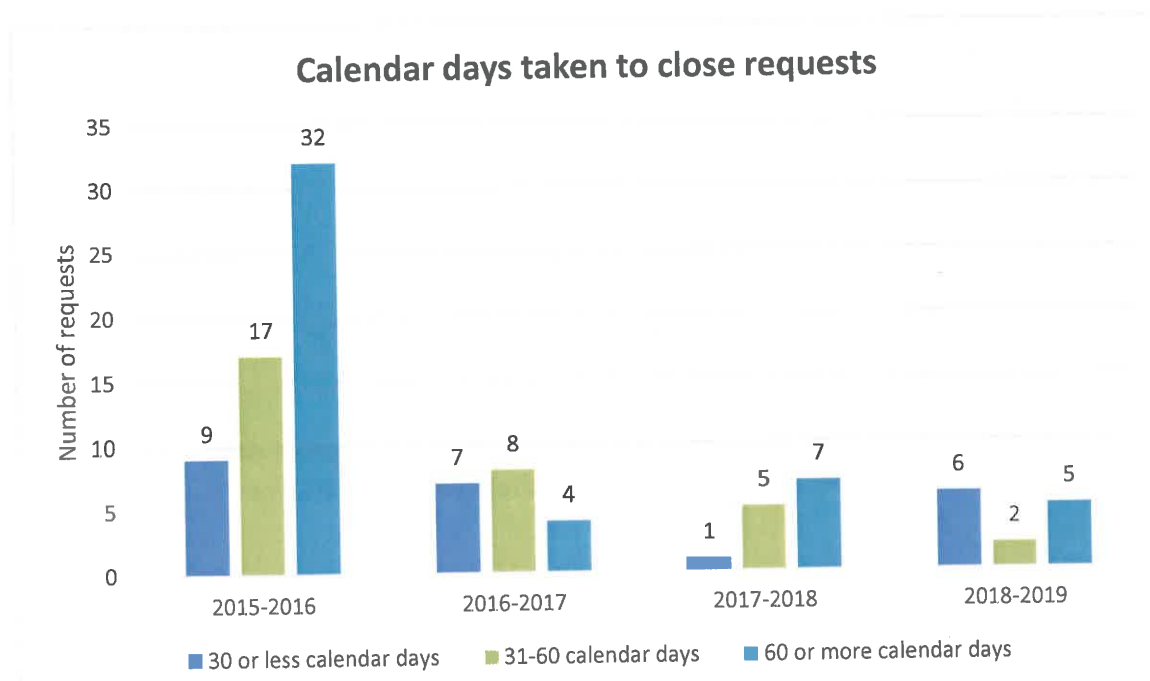
2 of the closed requests were completed within the extended deadline while 4 requests were closed past the extended statutory deadline. The principal reason for closing these 4 requests late was workload in addition to, in a couple requests, the need for internal consultations. Volume of records and interference with operations are consistently the most common reasons for taking an extension and for not meeting statutory deadlines year over year although the proportion of requests completed within the time limits is higher for 2018-19 than in the previous reporting period. Figure 4 below contains data for both requests with and without an extension.

Figure 4: Requests processed within and beyond legislated timelines



It is also worth highlighting that the Mint closed more requests within the first 30 calendar days (46%) than in the previous two periods (8% in 2017-18; 37% in 2016-17) thus demonstrating a sustained effort to determine scope, liaise as needed with requesters and task out record retrieval in a timely and efficient manner in order to meet the original 30-day statutory timeline.

Figure 5: Calendar days taken to close requests

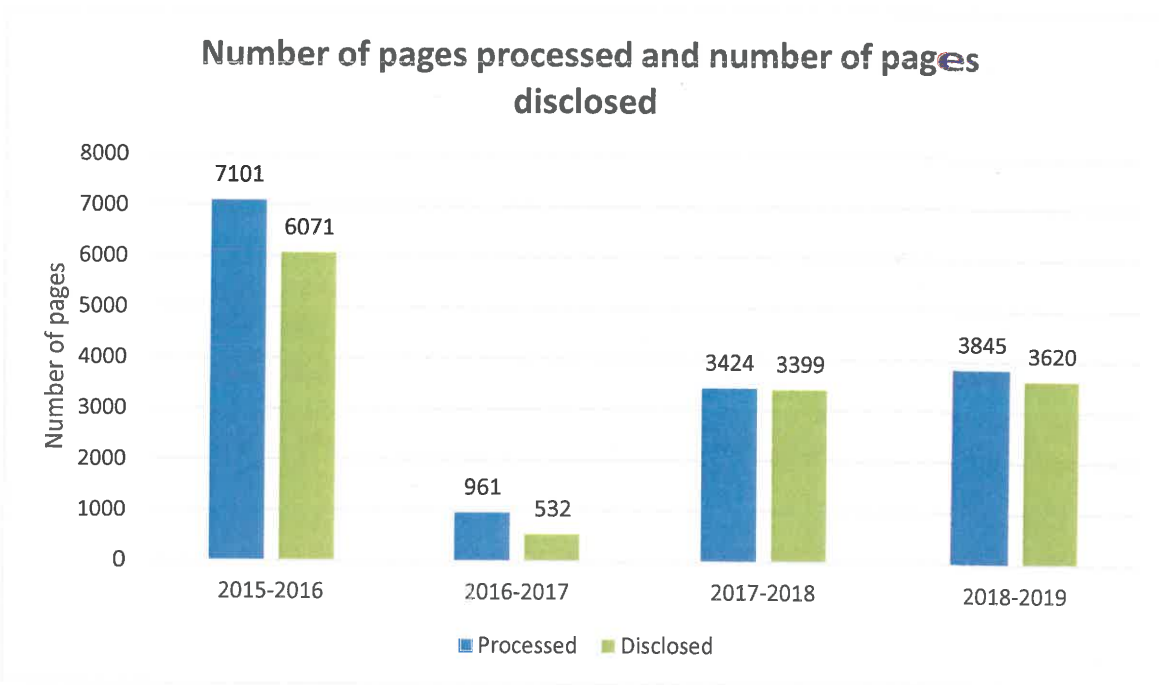


In processing requests, the ATIP Office endeavours as best as possible to respect original and extended deadlines while recognizing other operational priorities, and applicants are routinely kept informed of the status of their requests. To prevent unnecessary delays, applicants are promptly contacted for clarification of the request when appropriate. As a general practice when taking an extension for consultations, the Mint consults internal stakeholders, third parties and other government institutions in parallel to reduce processing times as much as possible.

Complexity, Size, and Format of Requests

For requests closed in the reporting period, the Mint processed 3845 pages (a 12% increase from the previous reporting period), of which 3620 were fully or partially disclosed. In comparison, in the previous three reporting periods combined, the Mint processed a total of 11,486 pages and disclosed a total of 10,002 pages (either partially or fully). 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. The ATIP Office frequently carries out internal consultations with subject matter experts to document rationale and exercise informed discretion when analyzing and treating records.

Figure 6: Number of pages processed and disclosed



The major complexities encountered by the ATIP office in this reporting period pertain to several large and complex requests requiring internal and external consultations (the majority of which were carried over from previous periods). The ATIP office also encountered some information management issues in terms of incomplete record retrievals that required sustained liaison and work with Offices of Primary Interest (OPIs) as well as high volumes of records due to retention beyond the periods prescribed in the Mint's recorded information management policy. Improved awareness of, and compliance with, information management best practices would assist the ATIP office in its ability to meet legislated deadlines. With a dedicated effort by staff, 2 complex requests involving commercially sensitive information to the Mint and third party information that had been carried forward from previous periods were closed.

9 closed requests were released in paper format while 1 was provided in electronic format.

Informal Requests

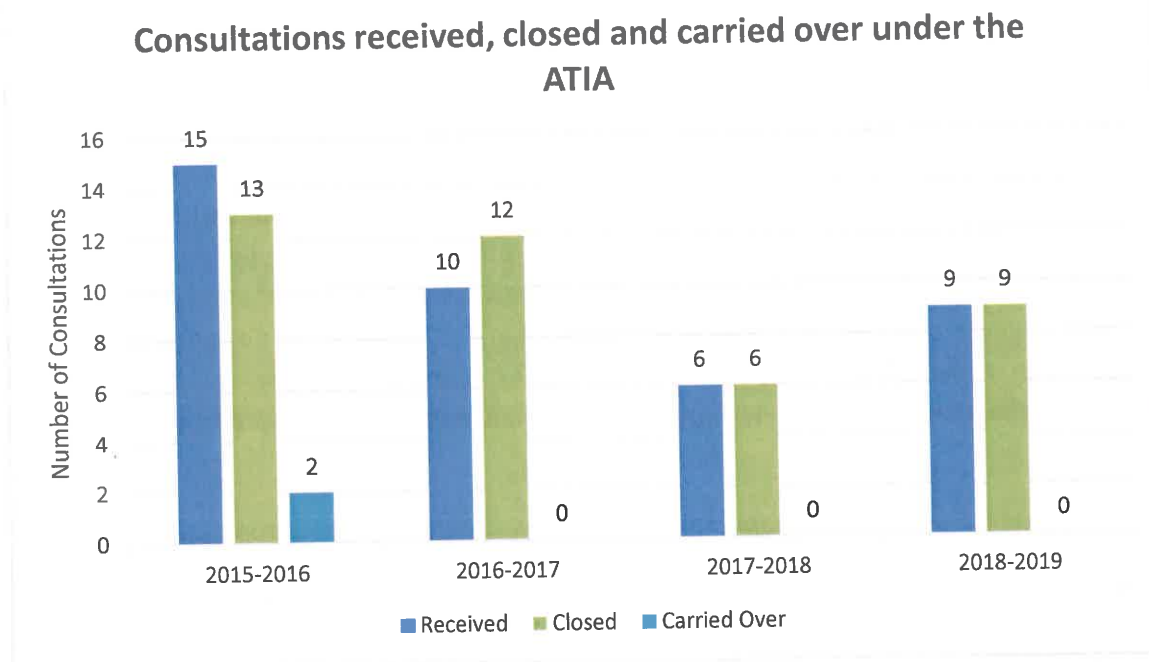
As part of its public relations role, the Communications & Public Affairs division responds to informal enquiries from the public for information about the Mint. The ATIP Office also responds to informal requests for information, including copies of previously released Access to Information (ATI) requests. In 2018-19, the Mint completed 31 informal requests. This is significantly higher than in the previous reporting period (in which 1 informal request was completed) and may be explained by the Mint's transition to posting its completed ATI summaries on the Open Government website (see Section VI below

for more information). For the previous three reporting periods combined, the ATIP office responded to a total of 8 informal requests.

Consultations from Other Institutions

During this reporting period, the Mint received 9 new consultations from other Government of Canada institutions, which is relatively consistent with the number received in the three previous reporting periods (6 in 2017-18; 10 in 2016-17; and 15 in 2015-16). No consultations were outstanding from the previous period or carried over to the next reporting period. In total, 900 pages were reviewed, which is nearly triple the amount of pages reviewed from the previous period (314), and is partially accounted for by one consultation of nearly 500 pages. The Mint recommended full disclosure for 2 consultations and partial disclosure for 7. In the previous three reporting periods, the Mint reviewed a combined total of 870 pages to close 31 consultations.

Figure 7: Consultations



Consultations on Cabinet Confidences

During the current and previous three reporting periods, the Mint did not need to consult with the Privy Council Office on Section 69 of the Act.

B. RCMH-MRCF Inc.

The Mint's subsidiary RCMH-MRCF Inc. did not receive any requests or requests for consultation from another government institution or organization in 2018-19 and did not receive a request or request for consultation in the previous three reporting periods.

C. Fees

Of the 13 requests closed in the reporting period, the \$5.00 application fee was collected for 9 and waived or refunded for 4 (due to requests being abandoned and transferred).

D. Resources related to the Access to Information Act

The cost of administering the Mint's Access to Information program for this reporting period is estimated at \$116,350, which includes primarily salaries but also a small amount for a senior consultant to assist with request processing. The total cost is approximately 19% lower than the previous year, which is mostly explained by staff turnover. It should be noted that this expenditure 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 1.35, which has been relatively consistent year over year.

V. Training and Awareness

The ATIP Office did not carry out any formal training and education sessions in the reporting period. Nevertheless, awareness-building efforts were made by ATIP staff with OPI point persons in order to improve understanding about search and retrieval requirements and best practices as well as about the legislated provisions of the Act, including timelines and extensions. A commitment to complete two formal in-person training sessions to Winnipeg staff, focusing in part on ATI and employee roles and responsibilities, has been made for the first quarter of the next reporting period.

VI. Policies, Guidelines, Procedures and Initiatives

1. Open Government: Open Government is a federal initiative to increase openness, transparency and accountability through increased public access to government data and information holdings. In the reporting period, the Mint transitioned to posting the summaries of completed ATI requests from its website to the Open Government Portal. In order to ensure compliance with the requirement to post

summaries within 30 calendar days after the end of each month, the ATIP office developed a Standard Operating Procedure document, which outlines the roles and responsibilities of, and provides instructions for, ATIP office staff in the closed request summary writing, internal approval and posting process.

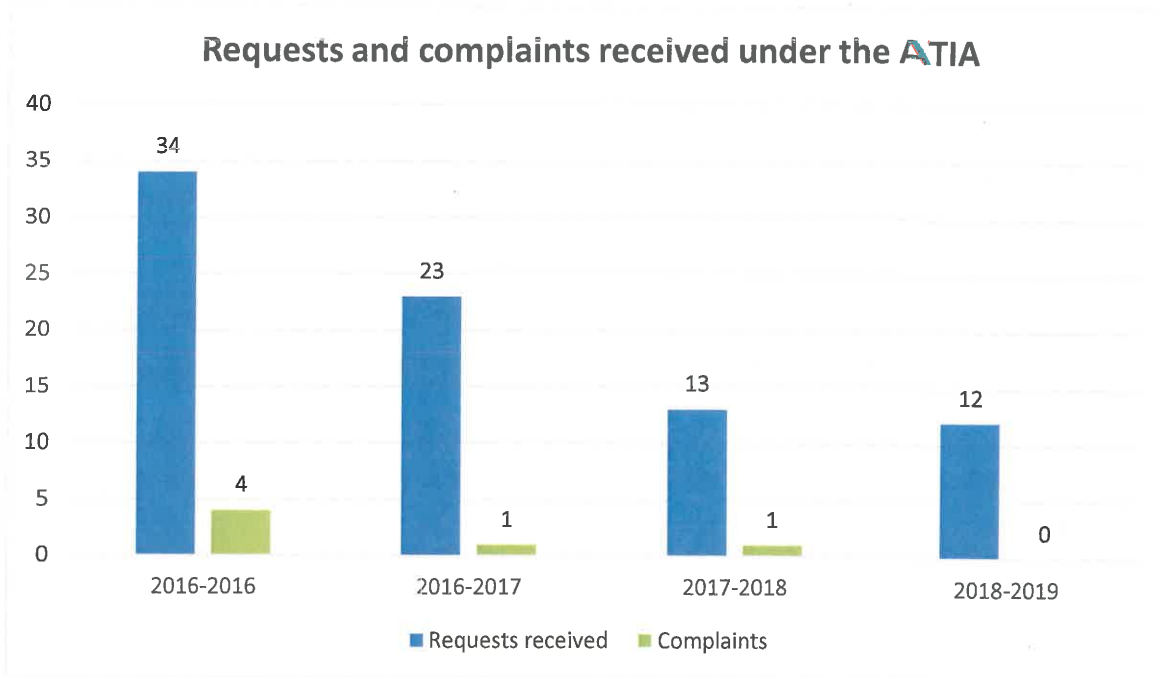
2. Tool development: In response to requests for enhanced guidance from several business areas and in line with continuous improvement processes, the ATIP Office developed an ATI exemption summary chart tool. This chart, accompanied by a one-page guideline sheet, is intended to assist OPIs with the development of recommendations to the ATIP office about information in responsive records that might be withheld under the *Act*. The document was distributed to several teams and will continue to be provided to more groups as needed. It is anticipated that the tool will contribute to the development of more efficient OPI review processes and a lesser administrative burden in the identification of information that may be subject to non-disclosure.

3. Info Source: The Mint maintains an inventory of its record groupings and personal information holdings, aligned with its business lines and related programs, known as Info Source. This publication assists individuals to exercise their rights under the *Act* by providing an overview of different classes of records about which individuals may be interested in requesting access. An updated 2018 Info Source chapter was published in the current reporting period, which responded directly to Treasury Board feedback. The Mint will continue to make changes and updates as required over the course of the next reporting period.

VII. Key Issues and Actions Taken on Complaints or Audits

No complaints were received in the reporting period and no complaint files were open from the previous reporting period. In addition, no audits were initiated or concluded in the reporting period.

Figure 8: Complaints



VIII. Monitoring Compliance

ATIP Office staff meets formally on a weekly basis for a fulsome discussion of all ATIP-related matters including request-processing time, action items and ongoing monitoring. Informal discussions often occur daily. The ATIP Coordinator normally provides briefings to the VP, General Counsel and Corporate Secretary on a weekly basis, or as required. In 2018-19, a new ATIP office reporting tool was developed, which will be adopted for use in the following year to provide the President & CEO with an overview of all ATIP files on a monthly basis.

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 mentionnés 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 »

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

Access to Information Regulations Règlement sur l'accès à l'information			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	ATIP Generalist Généraliste, AIPRP
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 Coordinatrice, 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: 2018-04-01 to 2019-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	12
Outstanding from previous reporting period	6
Total	18
Closed during reporting period	13
Carried over to next reporting period	5

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	1
Business (private sector)	1
Organization	2
Public	2
Decline to Identify	5
Total	12

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
2	9	12	5	0	3	0	31

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	2	0	0	0	0	0	2
Disclosed in part	0	1	2	1	0	3	1	8
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	1	1	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	4	2	1	0	3	1	13

2.2 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)	4	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	5	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	4	21(1)(a)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
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)	7	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)	4	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	5		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	2	0	0
Disclosed in part	7	1	0
Total	9	1	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	24	24	2
Disclosed in part	3821	3596	8
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	2
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	2	24	0	0	0	0	0	0	0	0
Disclosed in part	3	127	4	933	0	0	1	2536	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	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	7	151	4	933	0	0	1	2536	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	4	0	0	0	4
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	4	0	0	0	4

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
5	5	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	1	0	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	3	3
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	1	1
Total	1	4	5

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	4	0	2	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	4	0	2	0

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	1	0	2	0
61 to 120 days	2	0	0	0
121 to 180 days	1	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	4	0	2	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	9	\$45	4	\$20
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	9	\$45	4	\$20

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	9	900	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	9	900	0	0
Closed during the reporting period	9	900	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	1	0	1	0	0	0	2
Disclose in part	3	3	1	0	0	0	0	7
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	3	4	1	1	0	0	0	9

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidentialities

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$110,500
Overtime		\$0
Goods and Services		\$5,850
• Professional services contracts	\$5,850	
• Other	\$0	
Total		\$116,350

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.25
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.10
Students	0.00
Total	1.35

Note: Enter values to two decimal places.

New Exemptions Table

Access to Information Act	
Section	Number of requests
16.31 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
23.1 Patent or Trademark privilege	0

Attachment 4

**STATISTICAL REPORT,
RCMH**

Access to Information Act



Statistical Report on the Access to Information Act

Name of institution: RCMH-MRCF Inc.

Reporting period: 2018-04-01 to 2019-03-31

Part 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 period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	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
Total	0

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
0	0	0	0	0	0	0	0

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

2.2 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	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	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
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

3.2 Length of extensions

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

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	0	\$0	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.00

Note: Enter values to two decimal places.

New Exemptions Table

Access to Information Act	
Section	Number of requests
16.31 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
23.1 Patent or Trademark privilege	0