



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

2022-2023 Annual Report



ROYAL CANADIAN MINT

ACCESS TO INFORMATION ACT 2022-2023 ANNUAL REPORT TO PARLIAMENT

TABLE OF CONTENTS

i. Introduction	2
ii. Organizational Structure	3
iii. Delegation Orders	4
iv. Performance 2022-2023.....	5
V. Training and Awareness.....	11
VI. Proactive Publication under Part 2 of the Act	11
VII. Policies, Guidelines, Procedures, Initiatives and Projects	13
VIII. Complaints	15
IX. Monitoring Compliance	15

ATTACHMENTS

1 ~	Delegation Order, RCM	17
2 ~	Delegation Order, RCMH-MRCF Inc.	22
3 ~	Statistical Report: RCM	24
4 ~	Statistical Report: RCMH-MRCF Inc.	38

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, 2022 to March 31, 2023. 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 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 access to information and privacy 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. 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 complete the required updates to its Delegation Orders during the next reporting period, in alignment with the *Policy on Access to Information*.

IV. PERFORMANCE 2022-2023

The Statistical Report in Attachment 3 presents data on the processing of requests and consultations by the Mint in 2022-23. 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).

With the recruitment of a permanent ATIP Manager and ATIP Analyst in 2021-22, and with consulting support, the Mint completed all of its late requests under both the *Access to Information Act* and the *Privacy Act*. The Mint also significantly increased its compliance rate, due to a combination of the additional staff and a lower volume of requests processed than in the prior reporting period.

Leveraging the Government of Canada's contracting vehicle for modern ATIP request processing software, during the reporting period, the Mint initiated procurement steps to acquire one of the two available software solutions. A contract is expected to be signed and the software implementation should be completed during the next reporting period creating more opportunity for 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

	2022- 23	2021- 22	2020- 21
Formal requests received under the <i>Access to Information Act</i>	10	8	19
Requests outstanding from previous reporting period	5	10	4
Requests completed during the reporting period	10	13	13
Requests completed within 1 to 15 days	2	1	0
Requests completed within 16 to 30 calendar days	3	1	1
Requests completed within 31 to 60 calendar days	3	2	0
Requests completed within 61 to 120 calendar days	0	1	2
Requests completed within 121 to 180 calendar days	0	7	2
Requests completed within 181 to 365 calendar days	0	1	7
Requests completed in 365 or more calendar days	2	0	1
Number of requests completed within legislated timeframes*	7	3	6
Number of requests completed beyond legislated timeframes	3	10	7
New Complaints to the Information Commissioner	0	1	2

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

COVID-19 Impacts

There were no COVID-19 workplace measures impacting ATIP operations during the 2022-23 reporting period. As noted in the attached Supplemental Statistical Report, both the Mint and RCMH-MRCF Inc. had full capacity to receive requests through different channels and process paper and electronic records throughout the reporting period.

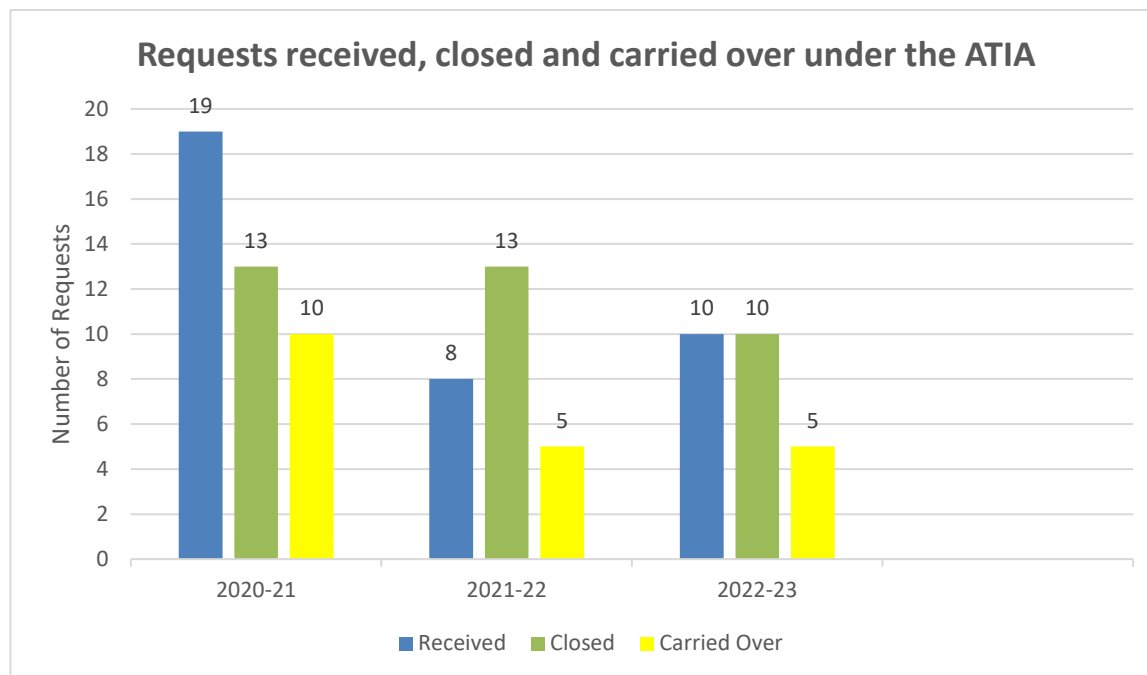
A. ROYAL CANADIAN MINT

During the 2022-23 reporting period, the Mint processed 15 formal requests, of which 10 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 note, 2 of the 5 carryover requests completed were outstanding for more than one reporting period due to complexity and work volume. By completing these requests, the ATIP Office completely eliminated the Mint's request "backlog".

Of the 15 requests processed, 10 were closed and 5 were carried over to the 2023-24 reporting period. In comparison, a total of 18 requests were processed in the previous period. The number of new requests received (10) was slightly higher than the previous reporting period (8) and significantly lower than in 2020-21 (19). Seven requests were responded to within legislated timeframes (i.e. 70%) compared to 3 in 2021-22 (i.e. 23%) and 6 in 2020-21 (i.e. 46%).

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

Figure 2: Requests received, closed and carried over



Requests Carried Over

Five requests remained active as of the last day of the reporting period. All 5 requests carried over to the 2023-24 reporting period were received in 2022-23, and carried over within legislated timeframes.

Disposition of Closed Requests

Of the 10 requests closed during the reporting period, 2 were "all disclosed" (i.e. no information was withheld from disclosure), 6 were "disclosed in part" (i.e. some information was exempt from disclosure),

and 2 were abandoned by the requester. As such, 20% of completed requests were “all disclosed”, 60% of requests were “disclosed in part”, and 20% of requests were “abandoned”.

Extensions

Of the 10 requests closed during the reporting period, 3 requests incurred the following time extensions:

- One request was extended for 30 days or less;
- One request was extended between 31 to 60 days; and
- One request was extended between 121 to 180 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. The 3rd request was extended pursuant to both 9(1)(a) (workload/interference to Mint operations) and 9(1)(b), as consultation with another government institution was required.

Exemptions and Exclusions Used

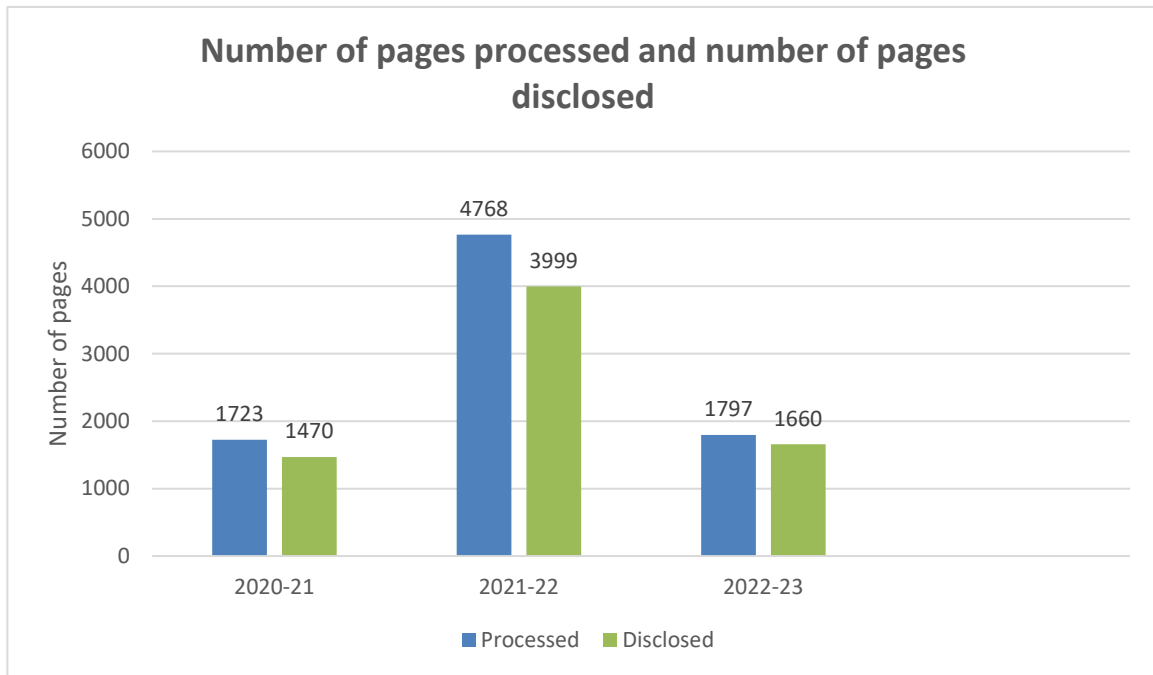
In alignment with the Mint’s for-profit mandate, and similar to past reporting periods, one of the most commonly invoked exemptions was section 18 of the *Act*. This exemption allows the Mint to protect its commercial interests, as deemed necessary. Section 19(1) was also relied on in several requests to protect personal information. No requests were subject to any exclusions.

Size and Complexity

For requests closed in the reporting period, the Mint processed 1797 pages, a significant decrease of 62% (4768 pages) from the 2021-22 reporting period, and a slight increase of 4% (1723 pages) from the 2020-21 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 Mint also reviewed and disclosed 19 minutes of video recordings in relation to one completed request.

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 2022-23, the Mint received 2 informal requests, compared to 6 in the previous reporting period. One of the two informal requests was completed.

The one ongoing informal request is for a copy of records disclosed under all access requests previously completed by the Mint. During the reporting period, the Mint provided the requester with records for 53 previously completed requests (12,595 pages).

Consultations from Other Institutions

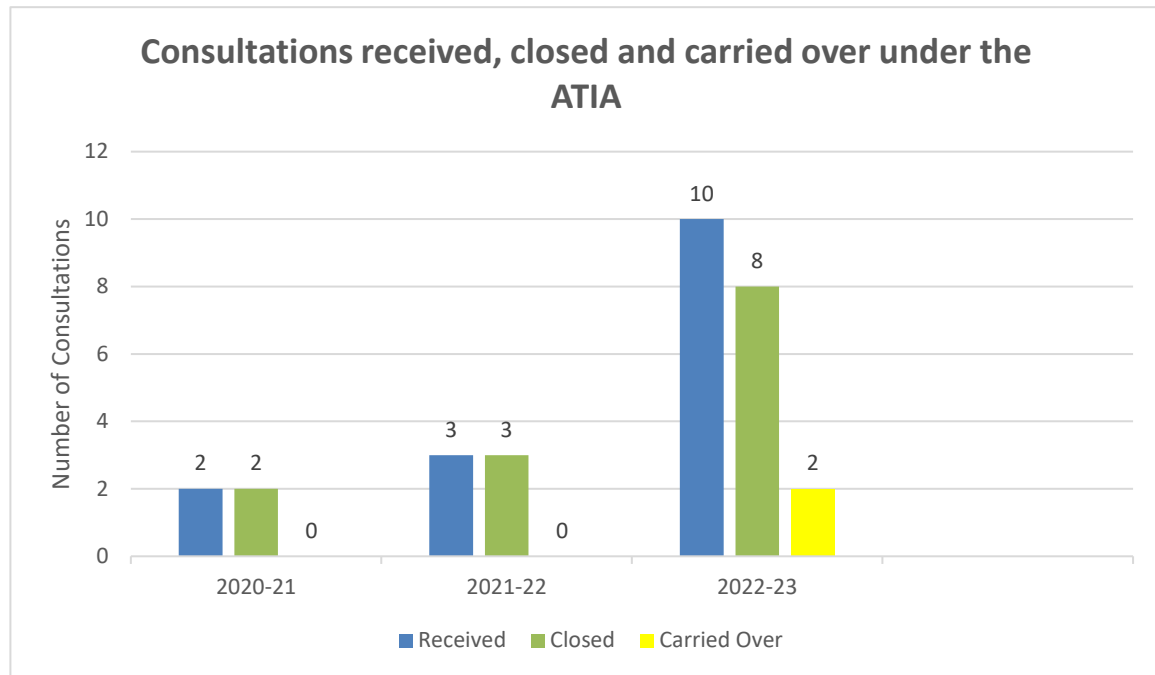
During this reporting period, the Mint received 10 consultations from other Government of Canada institutions, significantly higher than the number received in 2021-22 (3) and 2020-21 (2). No consultations were outstanding from the previous period. The Mint completed 8 of the 10 consultations received, carrying 2 over to the next reporting period within negotiated timelines.

In total, 331 pages were received for review compared to a much higher volume of 14 pages in the previous reporting period and 85 pages in 2020-21. For 3 of the completed consultations, the Mint recommended full disclosure of the records. For the remaining 5 completed consultations, the Mint recommended partial disclosure. Completion times were as follows:

- Four consultations were completed between 1 to 15 days:
- Two consultations were completed between 16 to 30 days; and
- Two consultations were completed between 31 to 60 days.

No consultations were received from organizations outside the Government of Canada 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 one complaint outstanding from the previous reporting period was closed. The closed complaint was deemed not well founded by the Office of the Information Commissioner. There were no active complaints as of the last day of the reporting period. Refer to section VII for more information.

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 9 of the 10 new requests, and waived for one request.

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 \$288,004, which includes primarily salaries and the cost for one consultant to assist with request processing and ad hoc access to information matters. This expenditure represents a very slight decrease of 1.4% from last reporting period. 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, an increase from last reporting period where the person years dedicated was 2.236.

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.

Following updates to TBS' Directives on Access to Information and Personal Information requests, the ATIP Office published an article on the Mint intranet highlighting the Duty to Assist Principles and their relevance to all Mint employees.

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:

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

The Mint's compliance rate with proactive publication requirements during the reporting period was 100%. Links to where the Mint published the proactive publication requirements are provided below.

- Travel and Hospitality Expenses (<http://expenses.mint.ca/>)
- Reports Tabled in Parliament*:
 - [Royal Canadian Mint: Annual Report 2022](https://www.mint.ca/globalassets/about/company/reports/2023/q4-2022/rcmar-2022-eng-final.pdf)
(<https://www.mint.ca/globalassets/about/company/reports/2023/q4-2022/rcmar-2022-eng-final.pdf>)
 - [Summary of the Corporate Plan 2023–2027 and 2023 Capital Budget](https://www.mint.ca/globalassets/about/company/reports/2023/summary-corporate-plan-2023-2027-and-2023-capital-budget.pdf)
(<https://www.mint.ca/globalassets/about/company/reports/2023/summary-corporate-plan-2023-2027-and-2023-capital-budget.pdf>)
 - [2021-2022 Annual Report: Access to Information Act](https://www.mint.ca/en/privacy-charter/access-to-information-and-personal-information-requests) (<https://www.mint.ca/en/privacy-charter/access-to-information-and-personal-information-requests>)

- [2021-2022 Annual Report: Privacy Act \(https://www.mint.ca/en/privacy-charter/access-to-information-and-personal-information-requests\)](https://www.mint.ca/en/privacy-charter/access-to-information-and-personal-information-requests)
- *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.

[Information About Programs and Information Holdings](#) (IPIH): 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](#), assists individuals to exercise their rights under the *Act* by providing an overview of the information held by the Mint. -In the reporting period, the Senior Program Manager, Privacy led a fulsome review and renewal of the publication in order to align the content with the changes brought about in 2020 by the One Mint Strategy and the Mint's long-term vision. The One Mint strategy, approved by the Department of Finance in 2020, realigns the Mint's previous four distinct business lines under two overarching functions: Circulation and Precious Metals. Underpinning the Mint's Circulation and Precious Metals business functions are the Mint's people strategy and environmental, social and corporate governance (ESG) commitments. In order to achieve the desired updates, extensive consultations were carried out with stakeholders across the corporation, including Operations, Sales, Engineering, Supply Chain Planning, E-Commerce & Marketing, and Legal. The result is a significantly restructured and streamlined publication, improved user friendliness and facilitation of the right of access, and alignment with brand messaging. The 2022 publication also follows the look and feel of the Mint's [new website](#) launched in June 2022.

ATIP software solution: In recognition of the importance of the ATIP function, during the reporting period, the Mint Senior Leadership Team identified ATIP request processing software as an important, strategic digital project for 2022/2023. A cross-functional team comprised of ATIP, information technology and procurement subject matter experts were brought together to evaluate which of the Government of Canada-endorsed solutions would best suit the Mint's needs. The Mint's commitment to this important initiative was evident through the leading roles the Mint played as Chair and Azure Cloud Chair for the ATIP Early Adopters Working Group initiated by TBS.

Access Online Management Tool (AMOT): During the reporting period, the ATIP Office began to use AMOT, which enables institutions to receive and deliver release packages through a secure portal rather than by email. In support of this useful tool, the Mint ATIP Office has participated in User Acceptance Testing with TBS and provided recommendations on how the tool could be improved.

Retrieval Process: The Mint retrieves records relevant to requests in collaboration with dedicated Offices of Primary Interest (OPI) representing all business function across the Mint. In the spirit of continuous improvement, during the reporting period, the ATIP Office took advantage of periods of low request volume to interview OPI's to understand what, from the OPI's perspective is working well and where there is an opportunity for improvement. Through these interviews, the ATIP Office gathered useful feedback which will be used to formally enhance processes and procedures for OPI's during the next

reporting period. This dialogue with OPI's has resulted in greater rapport and communication between the ATIP Office and OPI's.

VIII. COMPLAINTS

The Office of the Information Commissioner (OIC) issued a not well-founded finding concerning an exemption complaint received by the Mint in the 2021-22 reporting period. The OIC agreed that the Mint had properly invoked exemptions to protect personal information under section 19(1) of the *Act*.

No complaints were received during the reporting period. 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

The Mint ATIP Office actively participated in the Inter-institutional Consultation Working Group that culminated in the TBS implementation notice pertaining to inter-institutional consultations that took effect on September 27, 2022. 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

Mint contracts clearly denote that, as a federal Crown Corporation, it is subject to the Act. Template contract language is reviewed as deemed necessary by procurement, legal and ATIP subject matter experts and updated as required.

Due to the nature of the Mint's business, it has fewer information sharing agreements and information sharing arrangements than contracts, however, where these are contemplated or relevant, 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. Without a unique THEMIS generated number, an expense claim cannot be created and will not be approved by the Finance Team. Once the expense is created with a THEMIS number, business expenses are reviewed, approved and reimbursed. The Mint's Treasury Team, runs a monthly validation report which is cross referenced against expense receipts. Prior to being published to 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 »

Access to Information Act Loi sur l'accès à l'information			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator	ATIP Generalist
		Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	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	ATIP Generalist
		Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	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 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: 4/1/2022 to 3/31/2023

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

1.1 Number of requests

		Number of Requests
Received during reporting period		10
Outstanding from previous reporting periods		5
• Outstanding from previous reporting period	3	
• Outstanding from more than one reporting period	2	
Total		15
Closed during reporting period		10
Carried over to next reporting period		5
• Carried over within legislated timeline	5	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	0
Organization	0
Public	7
Decline to Identify	2
Total	10

1.3 Channels of requests

Source	Number of Requests
Online	8
E-mail	0
Mail	2
In person	0
Phone	0
Fax	0
Total	10

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	

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
1	72	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	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	1	1	0	0	0	0	0	2
Disclosed in part	0	1	3	0	0	0	2	6
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	1	1	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	2	3	3	0	0	0	2	10

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)	4	18(a)	2	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	4	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)	3	21(1)(a)	4
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)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	1	16.1(1)(d)	0	19(1)	6	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	3
15(1) - Def.*	0	16.3	0	20(1)(b)	3	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)	3	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	1						
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	8	0	1	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1797	1660	10

4.5.2 Relevant pages processed per request disposition for paper and e-record 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	2	19	0	0	0	0	0	0	0	0
Disclosed in part	0	0	3	88	2	407	1	1283	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	4	19	3	88	2	407	1	1283	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
19	19	1

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	1	19	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	1	19	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	1	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	1	1

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	70

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	2	0	1	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	1	1
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	2	2
Total	0	3	3

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	3	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	3	0	1	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	1	0	0	0
31 to 60 days	1	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	1	0	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	3	0	1	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	9	\$45.00	1	\$5.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	9	\$45.00	1	\$5.00	0	\$0.00

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

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

8.2 Requests with Privy Council Office

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

Section 9: Investigations and Reports of finding

9.1 Investigations

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

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	1	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		\$231,790
Overtime		\$0
Goods and Services		\$56,214
• Professional services contracts	\$56,214	
• Other	\$0	
Total		\$288,004

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
Total	2.736

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: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	5	0	5
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	5	0	5

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

3.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

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: 4/1/2022 to 3/31/2023

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	
Total		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
Total	0

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	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 and e-record 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 and e-record 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
Total	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
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

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

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

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

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	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
Total	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
Total	0	0	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	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
Total	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
Total	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
Total	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
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

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

Section 9: Investigations and Reports of finding

9.1 Investigations

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

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued 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		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

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
Total	0.000

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: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

3.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*