



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

2017-2018 Annual Report



Royal Canadian Mint

Access to Information Act

2017-2018 Annual Report to Parliament

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I. Introduction

The *Access to Information 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.

This Annual Report provides an account of the Royal Canadian Mint's administration of the *Access to Information Act* (the Act) during the period of April 1, 2017 to March 31, 2018. The Annual Report is prepared and tabled in Parliament in accordance with section 72 of the Act.

A. Royal Canadian Mint

The Royal Canadian Mint (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 profits.

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, 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 *Access to Information 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* within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc., and ensures compliance with the legislation.

In addition to the Coordinator, the ATIP Office is composed of a Senior Analyst, ATIP as well as an ATIP Generalist. All three full-time employees have duties pertaining to files other than ATIP and are therefore recorded as working part-time on the administration of the *Access to Information Act*.

III. Delegation Orders

In order to meet legal and administrative obligations and responsibilities as they relate to the *Access to Information Act*, the President and CEO of the Mint and the President of RCMH-MRCF Inc. have officially designated the ATIP Coordinator to exercise the powers and perform the duties and functions as set out in the organizations' respective Delegation Orders (Attachments 1 and 2). The Coordinator has full delegated authority.

The Senior Analyst, ATIP and the ATIP Generalist have also been delegated some authority under the Delegation Order for the Mint (Attachment 1).

IV. Highlights of the Statistical Report

The Statistical Report in Attachment 3 presents data on the processing of requests and consultations received by the Mint in 2017-18. This section provides a summary and interpretation of that data. Where possible, a trend analysis of the three previous 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 a summary of the key data for the Mint (subsequent charts and tables below provide more information).

Table 1 : Summary of Key Data

	2017- 2018	2016- 2017	2015- 2016	2014- 2015
Formal requests received under the Access to Information Act	13	23	34	38
Requests completed during the reporting period	13	19	58	15
Number of pages processed	3424	961	7101	258
Number of requests completed within legislated timeframes*	7	18	44	14
Number of requests completed beyond legislated timeframes	6	1	14	1
Complaints to the Information Commissioner	1	1	4	0

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

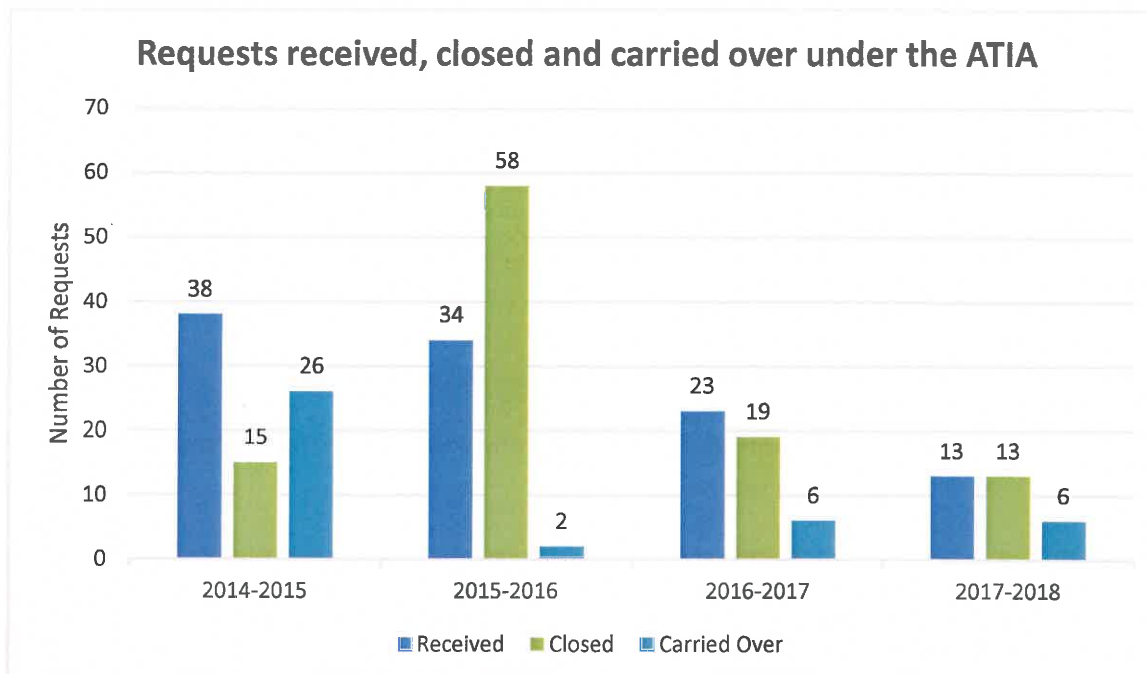
A. Royal Canadian Mint

During the 2017-18 reporting period, the Mint processed 19 formal requests, of which 13 were new requests and 6 were carried over from the previous period. Of these 6 requests carried over from 2016-17, 3 were closed in the reporting period. The other 3 are extremely complex, voluminous and labour-intensive requests from 2015 and 2016. While they remained open at the end of 2017-18, ATIP office staff spent a considerable amount of time in this reporting period working on these files in an effort to prepare either partial or complete releases. It is anticipated that some of these requests will be reported as closed in the next period.

Of the 19 requests processed, 13 were closed and 6 were carried over to the 2018-19 reporting period. In comparison, a total of 25 requests were processed in the previous period. The number of new requests received (13) is somewhat lower than the number received in each of the past three reporting periods (23 in 2016-17, 34 in 2015-16, 38 in 2014-15). 7 (54%) requests were responded to within legislated timeframes according to the Information Commissioner's standards whereas in previous reporting periods, the comparable data is as follows: 18 (95%) in 2016-17; 44 (76%) in 2015-16; and 14 (93%) in 2014-15. Despite the lower number of formal requests this year, workload has not decreased particularly given the ATIP office's focus on addressing the complex request backlog 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 13 new requests received in 2017-18, 4 came from the media and 9 declined to identify. That the media generally submits the most requests is a consistent trend from year to year however that 9 individuals declined to identify is a higher number for this category than seen in previous reporting periods.

Table 3: Source of requests

Number of requests and percentage of total requests				
Source	2017-2018	2016-2017	2015-2016	2014-2015
Media	4 (31%)	7 (30%)	29 (85%)	29 (76%)
Academia	0	2 (9%)	1 (3%)	0
Business (private sector)	0	0	1 (3%)	4 (11%)
Organization	0	1 (4%)	1 (3%)	0
Public	0	6 (26%)	1 (3%)	3 (8%)
Decline to Identify	9 (69%)	7 (30%)	1 (3%)	2 (5%)
Total	13	23	34	38

Disposition of Closed Requests

Of the 13 requests closed during this reporting period:

- 11 were disclosed – 10 partially and 1 fully; and
- 2 were abandoned.

Exemptions Used

The Mint invoked the following exemptions under the *Access to Information Act*:

- 6(1)(c) in 1 request (information injurious to the enforcement of any law of Canada or a province or the conduct of lawful investigations).
- 16(2)(c) in 3 requests (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 5 requests; (b) in 5 requests; and (d) in 3 requests (information pertaining to the economic interests of Canada).
- 19(1) in 10 requests (personal information about an individual other than the applicant).
- 20(1)(b) in 7 requests; (c) in 7 requests; and (d) in 1 request (third party information).
- 21(1)(a) in 4 requests; and (b) in 6 requests (information pertaining to the operations of government).
- 23 in 2 requests (solicitor-client privilege).

Almost all the exemptions reported in the current reporting period are invoked year over year. 16(1)(c) is an exemption that is generally applied less frequently than the others listed above (e.g. has not been used for requests in the previous three reporting periods).

Completion Time and Extensions

Of the 13 requests closed during the reporting period, only one did not incur an extension (this one request was abandoned). The remaining 12 requests incurred the following time extensions:

- 6 requests were extended by 30 days or less and 5 between 31 and 60 days;

- 1 request was extended by 90 days due to the large number of records involved such that meeting the original time limit would result in the unreasonable interference with operations.

7 of the closed requests were completed within the extended deadline while 6 requests were closed past the statutory deadline. The principal reason for closing these 6 requests late was workload. Volume of records and interference with operations is consistently the most common reason for taking an extension and for not meeting statutory deadlines year over year although the proportion of requests completed within the time limits is lower than in the previous three periods (see Figure 5). In this reporting period, the Mint also closed fewer requests within the first 30 calendar days (13%) than in the previous three periods (e.g. 37% in 2016-17).

Figure 4: Calendar days taken to close requests

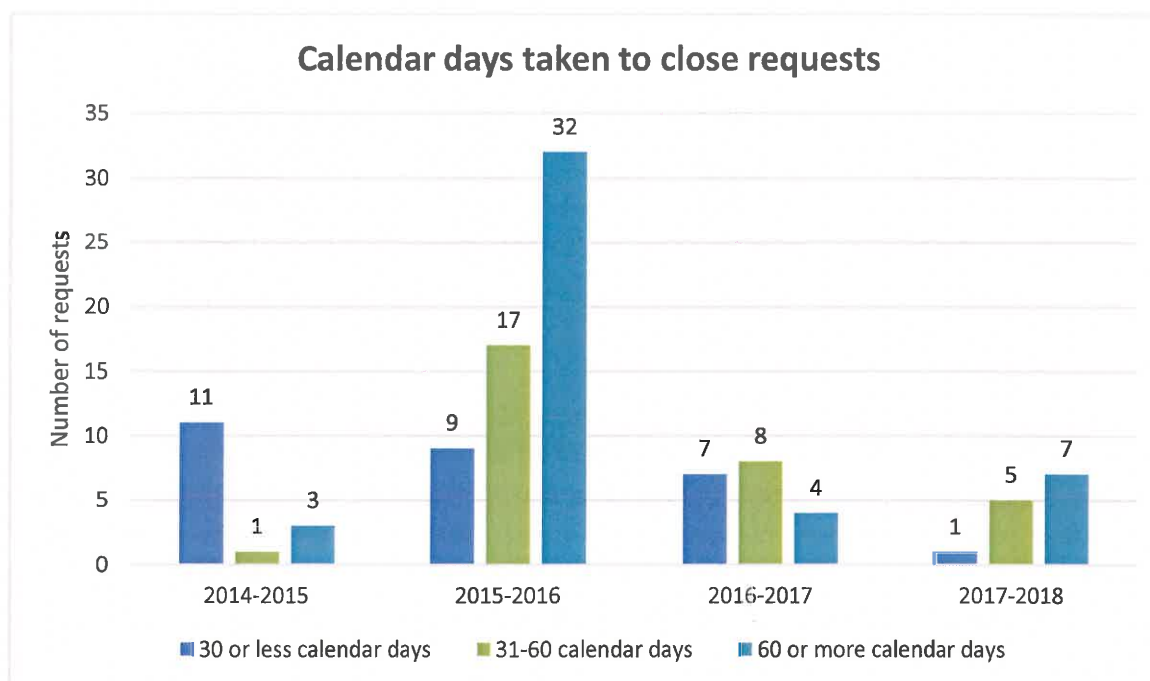
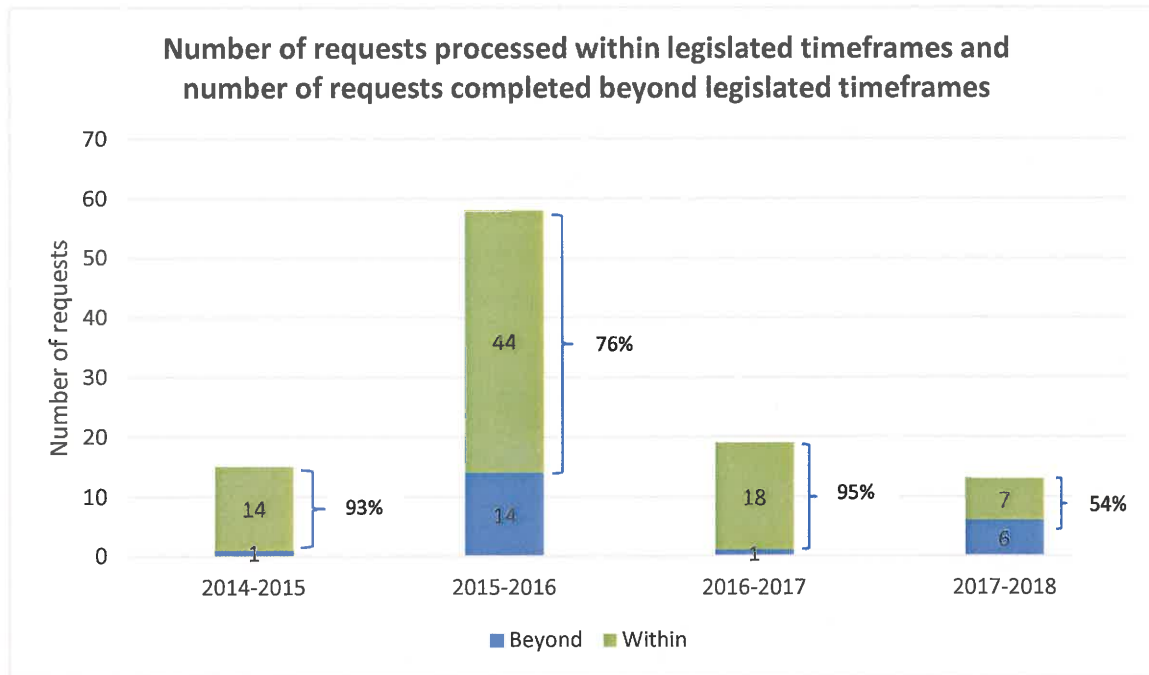


Figure 5: Requests processed within and beyond legislated timelines

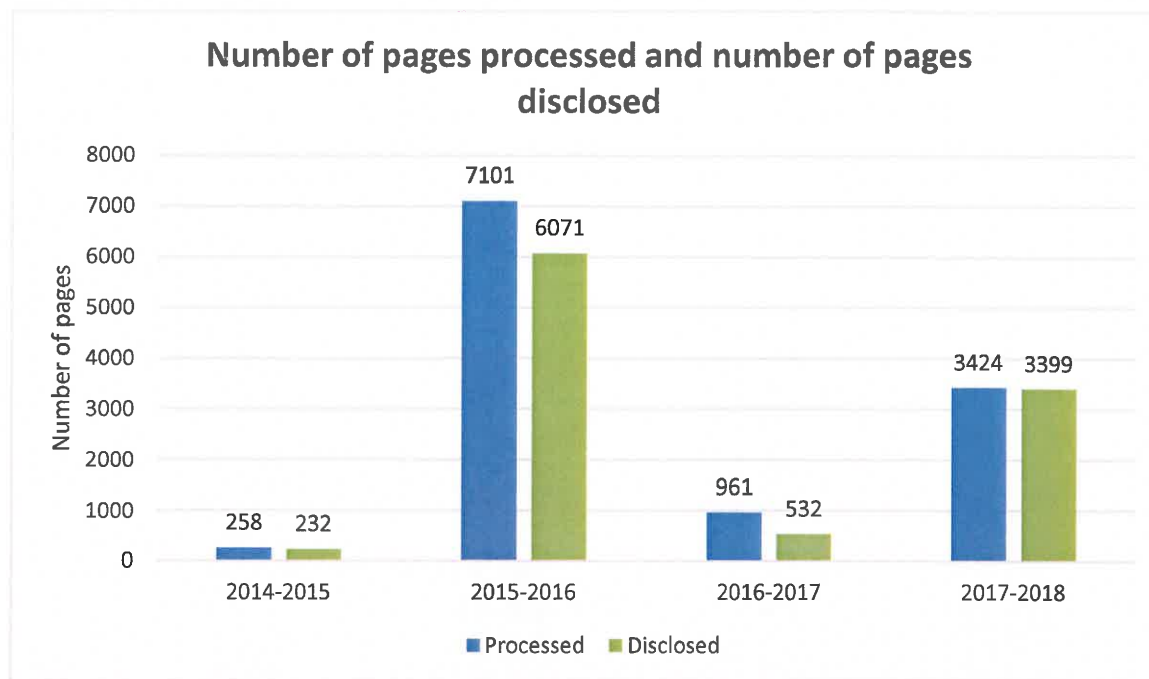


In processing requests, the ATIP Office endeavours as best as possible to respect original and extended deadlines while recognizing other operational priorities and applicants are routinely kept informed of the status of their requests. To prevent unnecessary delays, applicants are promptly contacted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

Complexity, Size, and Format of Requests

For requests closed in the reporting period, the Mint processed 3424 pages, of which 3399 were fully or partially disclosed. In comparison, in the previous three reporting periods combined, the Mint processed a total of 8277 pages and disclosed a total of 6835 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, which is much greater. The ATIP Office frequently carries out internal consultations to 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 (both carried over from previous periods and new). 9 requests with disclosures were released in paper format while 2 were in electronic format.

Informal Requests

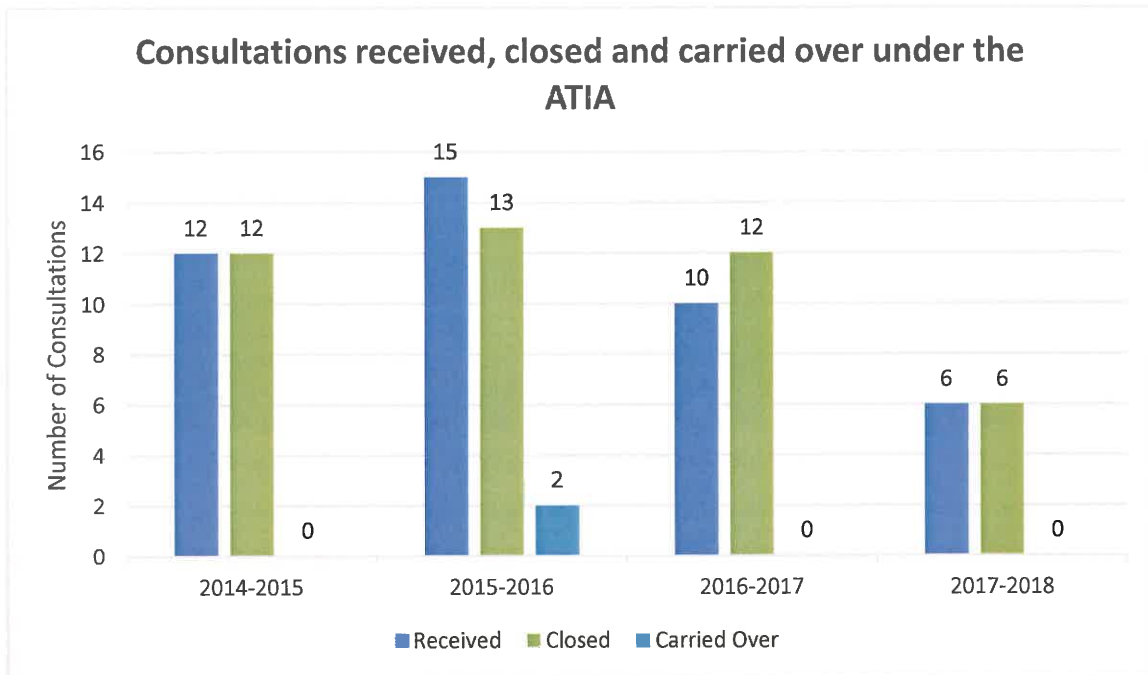
As part of its public relations role, the External Communications Section responds to informal enquiries from the public for information about the Mint. The ATIP Office also responds to informal requests for information, including copies of previously released Access to Information (ATI) requests. In 2017-18, the Mint completed 1 informal request. For the previous three reporting periods combined, the ATIP office responded to a total of 9 informal requests.

Consultations from Other Institutions

During this reporting period, the Mint received 6 new consultations from other Government of Canada institutions, which is somewhat lower than the number received in the three previous reporting periods

(10 in 2016-17; 15 in 2015-16 and 12 in 2014-15). No consultations were carried over to the next reporting period. In total, 314 pages were reviewed. The Mint recommended full disclosure for 2 consultations and partial disclosure for 4. In the previous three reporting periods, the Mint reviewed a combined total of 1369 pages to close 37 consultations.

Figure 7: Consultations



Consultations on Cabinet Confidences

During the current and previous four reporting periods, the Mint did not need to consult with the Privy Council Office on Section 69 of the *Access to Information 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 2017-18 and did not receive a request or request for consultation in the previous three reporting periods.

C. Fees

Of the 13 requests received in the reporting period, the \$5.00 application fee was collected for 12 and was never collected for one abandoned request.

D. Resources related to the Access to Information Act

The cost of administering the Mint's program for this reporting period is estimated at \$138,000 (all salary costs). However, this expenditure does not include the resources required by other areas of the Corporation to search for responsive records and provide recommendations.

In terms of resources, the number of person years dedicated to ATI activities was 1.50, which has been consistent year over year.

V. Training and Awareness

In this reporting period, the ATIP Office carried out five training and education sessions (4 in person and 1 via webinar to Winnipeg staff) pertaining in part to ATI and employee roles and responsibilities. Included in these sessions were directors and designated ATIP liaisons. A total of approximately 32 staff persons attended. The ATIP Office also created a one-page « ATI Primer » document for its Board of Directors as a reference and education tool.

VI. Policies, Guidelines, Procedures and Initiatives

No new policy or guideline related to ATI was implemented during this period. The Corporation is nevertheless consistently committed in its adherence to established principles and best practices for assisting applicants throughout the request process.

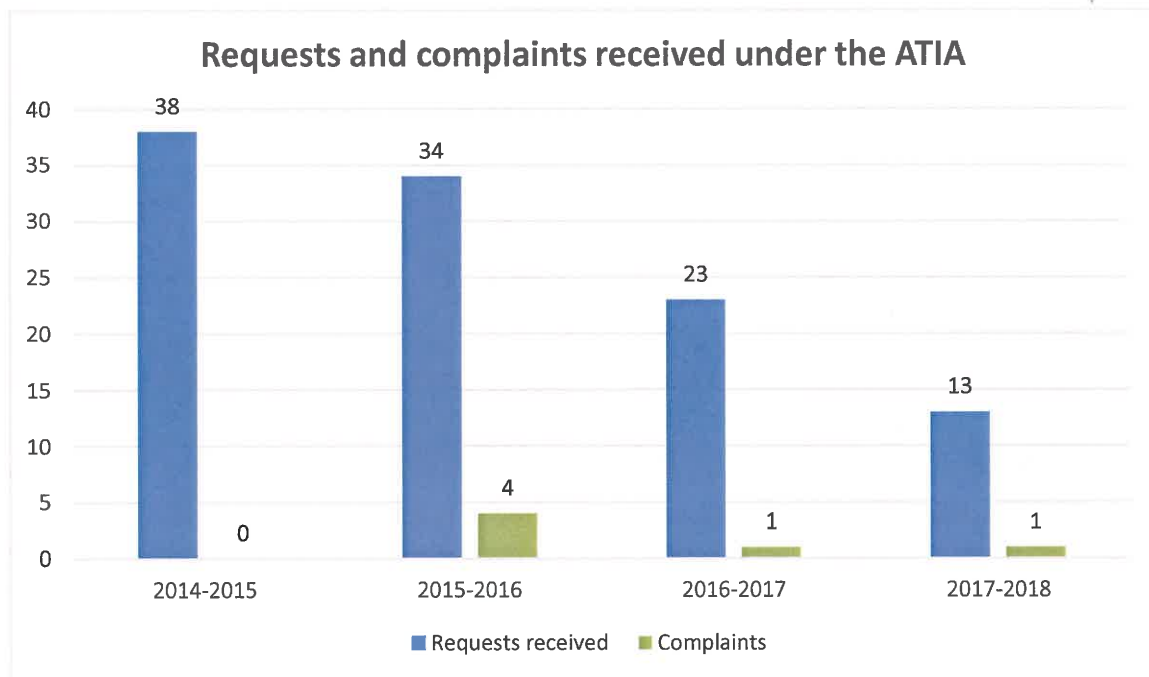
The Mint posts summaries of completed ATI requests on its website. In the next reporting period, the Mint will move to posting summaries of completed ATI requests to the Open Government Portal within 30 calendar days after the end of each month.

As of December 2013, the Mint started self-publishing its *Info Source* chapter on its website, as required by the Treasury Board Secretariat (TBS). The Mint published an updated 2017 Info Source chapter in the current reporting period with significant changes to better meet TBS publishing requirements and to enhance user-friendliness. 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

One complaint was received under the *Access to Information Act* in the current reporting period pertaining to the application of exemptions. In the previous reporting period, the Mint was also notified of one complaint. Both of these complaint files were closed in this reporting period. 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 and 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.

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	ATIP Coordinator Coordonnatrice, AIPRP	ATIP -Senior Analyst -Generalist AIPRP -Conseillère principale -Généraliste
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	ATIP Coordinator Coordonnatrice, AIPRP	ATIP -Senior Analyst -Generalist AIPRP -Conseillère principale -Généraliste
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	•	
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	•	
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			
25	Severability Prélèvements	•	•
26	Refusal of access where information is to be published Refus de communication en cas de publication	•	

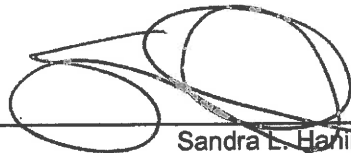
Provision Disposition	Description	ATIP Coordinator Coordonnatrice, AIPRP	ATIP -Senior Analyst -Generalist AIPRP -Conseillère principale -Généraliste
27(1)(4)	Notice to third parties Avis aux tiers	•	•
28(1)(b) (2)(4)	Decision/notice of third party disclosure Décision/avis aux tiers de donner communication	•	
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			
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	•	•

Provision Disposition	Description	ATIP Coordinator Coordonnatrice, AIPRP	ATIP -Senior Analyst -Generalist AIPRP -Conseillère principale -Généraliste
8	Method of access Méthode d'accès	•	•
8.1	Limitations in respect of format Restrictions applicables au support	•	•

Dated at Ottawa, Canada on June 6 2017

Daté à Ottawa, Canada, le 6 juin 2017



 Sandra L. Harrington
 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: 2017-04-01 to 2018-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	13
Outstanding from previous reporting period	6
Total	19
Closed during reporting period	13
Carried over to next reporting period	6

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	9
Total	13

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	1	0	0	0	0	1

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	1	0	0	0	1
Disclosed in part	0	0	5	3	0	2	0	10
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	0	0	0	1	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	0	5	4	1	2	0	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)	5	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)	3	18(d)	3	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	6
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)	10	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	2
15(1) - Def.*	0	16.3	0	20(1)(b)	7	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)	7		
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)	1						
16(1)(d)	0						

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

Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	8	400	4	1190	0	0	1	1809	0	0

3

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	3	0	3	0	6
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	3	0	7

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
6	6	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	2	2
16 to 30 days	0	2	2
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	6	6

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	1	0
Disclosed in part	6	0	5	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	6	0	6	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	2	0	4	0
31 to 60 days	3	0	2	0
61 to 120 days	1	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	6	0	6	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	12	\$60	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	12	\$60	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	6	314	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	6	314	0	0
Closed during the reporting period	6	314	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	2	0	0	0	0	0	2
Disclose in part	0	3	1	0	0	0	0	4
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	5	1	0	0	0	0	6

5.3 Recommendations and completion time for consultations received from other organizations

Number of Days Required to Complete Consultation Requests

Recommendation	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	Total
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

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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
1	1	0	2

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		\$138,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$138,000

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.50

Note: Enter values to two decimal places.

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: 2017-04-01 to 2018-03-31

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

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

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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

Number of Days Required to Complete Consultation Requests

Recommendation	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	Total
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

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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.