



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

2021-2022 Annual Report



# ROYAL CANADIAN MINT

## *ACCESS TO INFORMATION ACT*

### 2021-2022 ANNUAL REPORT TO PARLIAMENT

## TABLE OF CONTENTS

I. Introduction .....	2
II. Organizational Structure .....	3
III. Delegation Orders .....	4
IV. Performance 2021-22 .....	5
V. Training and Awareness.....	11
VI. Policies, Guidelines, Procedures and Initiatives .....	11
VII. Complaints .....	12
VIII. Monitoring Compliance .....	12

## ATTACHMENTS

<b>1 ~</b>	Delegation Order, RCM	13
<b>2 ~</b>	Delegation Order, RCMH-MRCF Inc.	18
<b>3 ~</b>	Statistical Report: RCM	20
<b>4 ~</b>	Statistical Report: RCMH-MRCF Inc.	33

## 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, 2021 to March 31, 2022. 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. is a holding company 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 (ATIP) Office is part of the Corporate Affairs Section within the Corporate and Legal Affairs Division of the Mint. The Director, Regulatory Affairs (Compliance), who is also the ATIP Coordinator, oversees the implementation of the *Act* and ensures compliance with the legislation within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc. During the reporting period, the Mint was not party to any service agreements under section 96 of the *Access to Information Act*.

During the first quarter of the reporting period, the Mint recruited an ATIP Manager and ATIP Analyst to manage 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.

ATIP Office resources also included a Senior Program Manager, Privacy over the reporting period. The Senior Program Manager, Privacy was primarily dedicated to privacy policy matters and is therefore not formally recorded as a resource in administering the *Act*.

During the reporting period, ATIP Office resources were supplemented by the services of two part time consultants who assisted with request processing and related matters.

### III. DELEGATION ORDERS

As head of the institution, the President and CEO has overall accountability for the *Act* at the Mint. 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*. The Delegation Orders will be updated to reflect these amendments at such a time TBS guidance on this matter is issued to the ATIP community at large.

## IV. PERFORMANCE 2021-22

The Statistical Report in Attachment 3 presents data on the processing of requests and consultations by the Mint in 2021-22. 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).

Last reporting period, the Mint made significant effort to recruit ATIP staff but was unable to secure additional permanent staff. The shortage of well-qualified ATIP candidates in the market represented a challenge for the Mint's ATIP operations, impacting compliance rates. In 2021-22, the Mint successfully retained a new ATIP Manager and ATIP Analyst and, with consulting support, was in a position to address the majority of its late requests under both the *Access to Information Act* and *Privacy Act*. During the 2022-23 reporting period, the Mint will continue to focus on completing a small number of outstanding, late files and heightening compliance rates for new requests received.

The Government of Canada is coordinating a procurement process to ensure modern ATIP request processing software is available to all institutions subject to the *Act*. Subsequent to the reporting period, the Mint initiated an assessment of the vendor offerings with the intention of implementing new software.

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**

	2021- 22	2020- 21	2019- 20
Formal requests received under the <i>Access to Information Act</i>	8	19	4
Requests outstanding from previous reporting period	10	4	5
Requests completed during the reporting period	13	13	5
Requests completed within 1 to 15 days	1	0	0
Requests completed within 16 to 30 calendar days	1	1	1
Requests completed within 31 to 60 calendar days	2	0	1
Requests completed within 61 to 120 calendar days	1	2	0
Requests completed within 121 to 180 calendar days	7	2	1
Requests completed within 181 to 365 calendar days	1	7	0
Requests completed in 365 or more calendar days	0	1	2
Number of requests completed within legislated timeframes*	3	6	3
Number of requests completed beyond legislated timeframes	10	7	2
New Complaints to the Information Commissioner	1	2	0

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

### COVID-19 Impacts

Like organizations across Canada, the Mint worked with COVID-19-related workplace measures to ensure the safety of its employees and the public. These measures had minimal impact to ATIP operations. 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 partial capacity to process paper and electronic records throughout the reporting period.

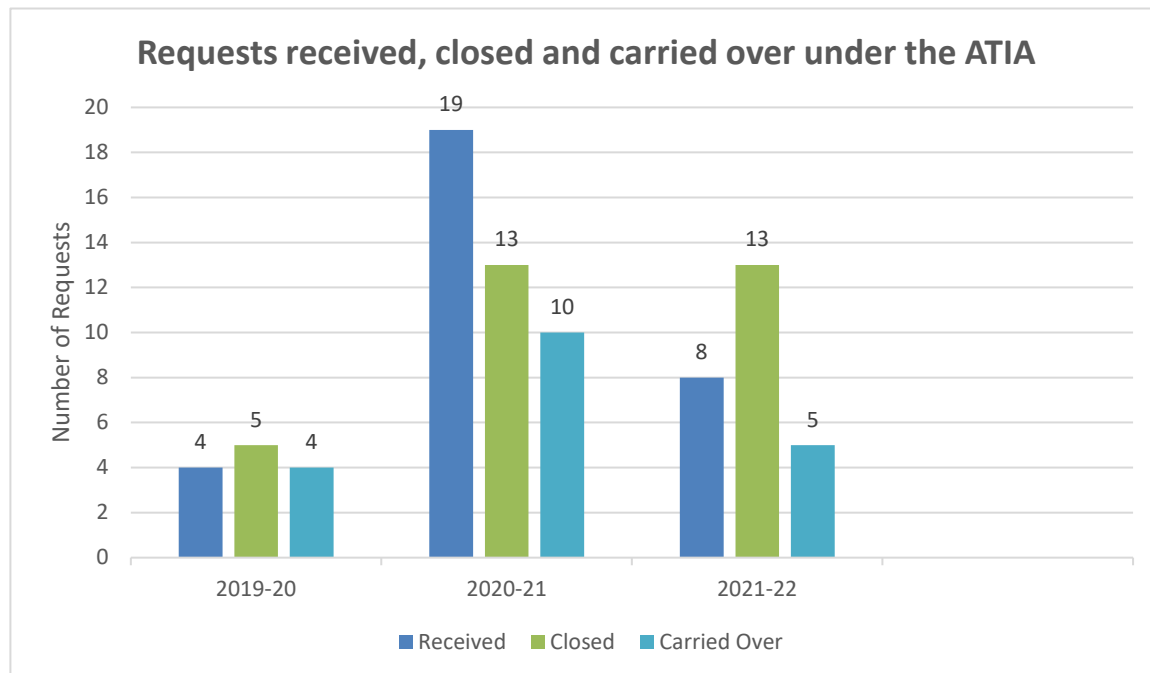
#### A. ROYAL CANADIAN MINT

During the 2021-22 reporting period, the Mint processed 18 formal requests, of which 8 were new and 10 were carried over from the previous period. Eight of the ten requests carried over from previous years were closed during the reporting period. The remaining two are beyond the extended legislated deadlines and are a combination of complex, voluminous and labour-intensive requests. One of these requests was received in the 2016-17 reporting period and the other from 2019-20. While these requests remained open at the end of the 2021-22, the ATIP office spent considerable time during this reporting period working on these files to progress towards the release of records.

Of the 18 requests processed, 13 were closed and five were carried over to the 2022-23 reporting period. In comparison, a total of 23 requests were processed in the previous period. The number of new requests received (8) was lower than the previous reporting period (19) and higher than in 2019-20 (four). Three requests (23%) were responded to within legislated timeframes compared to six (46.2%) in 2020-21 and three (60%) in 2019-20. Recruitment challenges and volume of requests received under the *Access to Information Act* and *Privacy Act* in recent years has affected compliance rates.

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

**Figure 2: Requests received, closed and carried over**



***Disposition of Closed Requests***

Of the 13 requests closed during the reporting period, one was “all disclosed” (i.e. no information was withheld from disclosure) and 11 were “disclosed in part” (i.e. some information was exempt from disclosure). As such, 7.6% of completed requests were “all disclosed”, while 84.6% of requests were “disclosed in part”. One closed request was transferred to another government institution with a greater interest in the requested records.

***Extensions***

Of the 13 requests closed during the reporting period, 10 requests incurred the following time extensions:

- One request was extended for 30 days or less;
- One request was extended between 31 to 60 days;
- Two requests were extended between 61 to 120 days; and
- Six requests were extended between 181 to 365 days.

For 9 of the 10 extended requests, the extensions were taken pursuant to 9(1)(a) of the Act due to the volume of records and/or interference to Mint operations. The 10<sup>th</sup> request was extended pursuant to both 9(1)(a) (interference to Mint operations) and 9(1)(c), as notification to a third party was required.

***Exemptions and Exclusions Used***

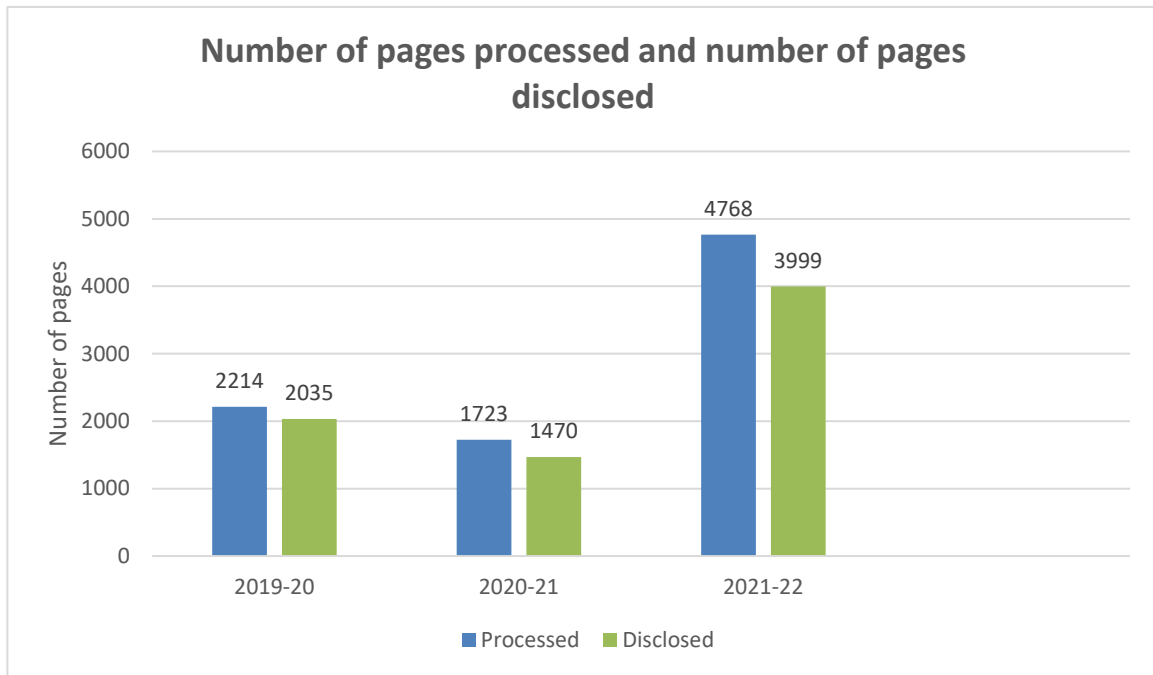
The most commonly invoked exemption during the reporting period was section 19(1), applied in 11 closed requests. This trend is in part due to the subject matter of several closed requests involving travel and hospitality expenses, and other requests involving Mint workplace matters. No requests were subject to any exclusions.

***Size and Complexity***

For requests closed in the reporting period, the Mint processed 4768 pages, a significant increase of 176.7% (1723 pages) from the 2020-21 reporting period, and 115.3% (2214 pages) from the 2019-20 reporting period. It should also 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 following chart illustrates trends in request page volume.



**Figure 3: Number of pages processed and disclosed**



### ***Informal Requests***

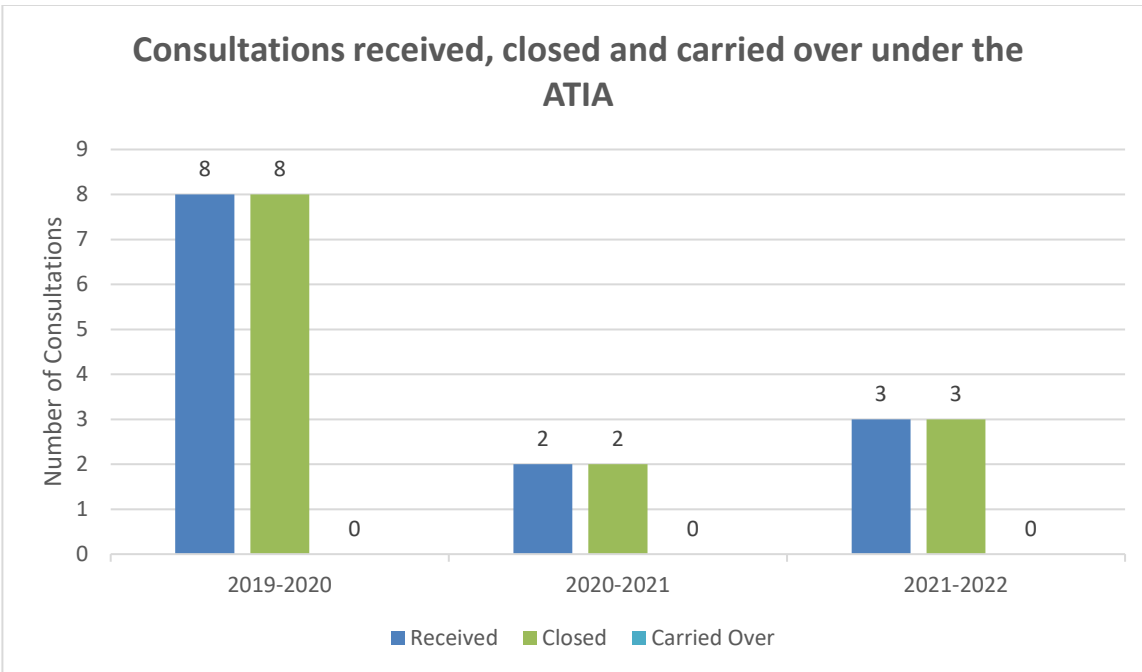
As part of its public relations role, the Public Affairs, Government Relations and Stakeholder Engagement division responds to informal enquiries from the public for information about the Mint. The ATIP Office also responds to informal requests for information, including copies of previously released access to information (ATI) requests. In 2021-22, the Mint completed six informal requests, the same number as the previous reporting period.

### ***Consultations from Other Institutions***

During this reporting period, the Mint received three consultations from other Government of Canada institutions, slightly higher than the number received in 2020-21 (two) and lower than in 2019-20 (eight). No consultations were outstanding from the previous period or carried over to the next reporting period. In total, 14 pages were reviewed compared to a much higher volume of 85 pages in the previous reporting period and 132 pages in 2019-20.

For all three completed consultations, the Mint recommended full disclosure of the records.

No consultations were received from organizations outside the Government of Canada during the reporting period, or the last two reporting periods.



### ***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***

The Mint closed two complaints that were received in 2020-21. During the reporting period, the Mint received one new complaint, which remained outstanding at the end of the reporting period. This complaint file is pending the assignment of an investigator by the Office of the Information Commissioner. Refer to section VII for more information concerning the Mint's complaint files.

### ***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 seven of the eight new requests, and refunded for one request transferred to another government institution.

### ***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 \$292,122, which includes primarily salaries and costs for two consultants to assist with request processing. This expenditure represents a 34.77% increase from last reporting period due to the successful recruitment of the new ATIP Manager and ATIP Analyst. 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 2.236, an increase from last reporting period where the person years dedicated was 1.80.

## V. TRAINING AND AWARENESS

Following the recruitment of the ATIP Manager and ATIP Analyst, the ATIP Office resumed ATI training across the Mint through team specific and targeted training sessions. Each session fully addressed the employee training requirements prescribed within the TBS *Interim Directive on the Administration of the Access to Information Act / Appendix B*. As a result, during the second half of the reporting period, 84 participants attended 6 sessions.

## VI. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

**1. Open Government:** Open Government is a federal initiative to increase openness, transparency and accountability through increased public access to government data and information holdings. During the reporting period, the Mint continued to post summaries of completed ATI requests to the Open Government Portal, to facilitate informal access.

**2. Info Source and Mint Website:** The Mint maintains a description of its record groupings and personal information holdings, aligned with its business lines and related programs, known as Info Source. 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. An updated 2021 Info Source chapter was published in the reporting period which included a new Class of Record (CoR) for the Mint's Loyalty Program. The CoR includes a note stating that the related Personal Information Bank is under development. During the last quarter of the reporting period, the Mint initiated a fulsome review and renewal of Info Source in order to align the content with the changes brought about by its long-term strategic vision, "One Mint". The project will continue with internal consultations and approvals through the 2022-23 reporting period.

## VII. COMPLAINTS

The following is a summary of the Mint's complaint files during the reporting period:

- The Office of the Information Commissioner (OIC) issued a not well-founded finding concerning an exemption complaint received by the Mint in the 2020-21 reporting period. The OIC agreed that the Mint had properly invoked exemptions to protect personal information under section 19(1) of the *Act*, and sensitive commercial information about the Mint's business pursuant to section 18(b).
- One new exemption complaint was received and remained active at the end of the reporting period, pending assignment of an investigator by the OIC.
- The OIC issued an order to the Mint concerning a time extension complaint received during the 2020-21 reporting period. Further to investigation, the OIC disagreed with the Mint's extension requirements and issued an order for the records to be disclosed "forthwith". Upon receipt of the order, the Mint worked expeditiously to disclose the records to the requester, thereby completing the complaint.

## VIII. MONITORING COMPLIANCE

ATIP Office staff meets on a 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.

**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 »

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

<b>Access to Information Regulations</b> <b>Règlement sur l'accès à l'information</b>			
<b>Provision</b> <b>Disposition</b>	<b>Description</b>	<b>Vice-President, Corporate and Legal Affairs;</b>  <b>ATIP Coordinator</b>	<b>ATIP Generalist</b>
		<b>Vice-président, Affaires générales et juridiques;</b>  <b>Coordonnatrice, AIPRP</b>	<b>Généraliste, AIPRP</b>
6(1)	Transfer of request Transmission de la demande	•	•
7(2)	Calculation of search and preparation fees Calcul des frais liés à la recherche et à la préparation	•	•
7(3)	Calculation of production and programming fees Calcul des frais liés à la production et la programmation	•	•
8	Method of access Méthode d'accès	•	•
8.1	Limitations in respect of format Restrictions applicables au support	•	•

Dated at Ottawa, Canada on June 12 2019

Daté à Ottawa, Canada, le 12 Juin 2019

  
 Marie Lemay  
 President and CEO / Présidente de la Monnaie

**Attachment 2**

**DELEGATION ORDER,  
RCMH-MRCF Inc.**

***Access to Information Act***

**ACCESS TO INFORMATION ACT DELEGATION  
ORDER**

**ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA  
LOI SUR L'ACCÈS À L'INFORMATION**

The President of RCMH-MRCF Inc., pursuant to section 73 of the *Access to Information Act*\*, hereby designates the person holding the position of ATIP Coordinator at the Royal Canadian Mint to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act.


En vertu de l'article 73 de la *Loi sur l'accès à l'information*, le président de RCMH-MRCF Inc. délègue au titulaire du poste de Coordinatrice, AIPRR à la Monnaie royale canadienne les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par la Loi.

\* S.C. 1980-81-82-83, c. 111, Sch. I "73"

\* S.C. 1980-81-82-83, ch. III, ann. I « 73 »

Dated at Ottawa, Canada on June 12 2018

Daté à Ottawa, Canada, le 12 juin 2018

  
\_\_\_\_\_  
Jennifer Camelon

President, RCMH-MRCF Inc. /  
Présidente de MRCH-MRCF Inc.

  
\_\_\_\_\_  
Simon Kamel

Chairperson of the Board, RCMH-MRCF Inc. /  
Président, Conseil d'administration de MRCH-MRCF Inc.

**Attachment 3**

**STATISTICAL REPORT,  
RCM**

***Access to Information Act***



## Statistical Report on the *Access to Information Act*

Name of institution: Royal Canadian Mint

Reporting period: 4/1/2021 to 3/31/2022

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

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting periods		10
• Outstanding from previous reporting period	7	
• Outstanding from more than one reporting period	3	
<b>Total</b>		18
Closed during reporting period		13
Carried over to next reporting period		5
• Carried over within legislated timeline	3	
• Carried over beyond legislated timeline	2	

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	0
Organization	0
Public	5
Decline to Identify	2
<b>Total</b>	8

#### 1.3 Channels of requests

Source	Number of Requests
Online	8
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	8

### Section 2: Informal Requests

#### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	

• Outstanding from more than one reporting period	0
<b>Total</b>	6
Closed during reporting period	6
Carried over to next reporting period	0

## 2.2 Channels of informal requests

Source	Number of Requests
Online	4
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	6

## 2.3 Completion time of informal requests

Completion Time							
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
3	0	2	1	0	0	0	6

## 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
4	82	0	0	0	0	0	0	0	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	38	0	0	1	549	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
<b>Total</b>	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	0	0	1	0	0	0	0	1
Disclosed in part	0	1	1	1	7	1	0	11
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
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
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>13</b>

### 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)	1	18(a)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	2	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)	1	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
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)	11	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	0	23	2
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)	1
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	2	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)	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	12	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
4768	3999	12

##### 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	1	6	0	0	0	0	0	0	0	0
Disclosed in part	4	165	5	1553	1	987	1	2057	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
<b>Total</b>	<b>5</b>	<b>171</b>	<b>5</b>	<b>1553</b>	<b>1</b>	<b>987</b>	<b>1</b>	<b>2057</b>	<b>0</b>	<b>0</b>

##### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	3
Percentage of requests closed within legislated timelines (%)	23.07692308

#### 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
10	10	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	1	1
61 to 120 days	0	3	3
121 to 180 days	1	4	5
181 to 365 days	0	0	0
More than 365 days	0	1	1
<b>Total</b>	<b>1</b>	<b>9</b>	<b>10</b>

#### 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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	1	0	0	0
Disclosed in part	9	0	0	1
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
<b>Total</b>	10	0	0	1

## 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	1
61 to 120 days	2	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	6	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	10	0	0	1

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	7	\$40.00	0	\$0.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	7	\$40.00	0	\$0.00	1	\$5.00

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	3	14	0	0
Outstanding from the previous reporting period	0	0	0	0



181 to 365	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0
<b>Total</b>	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
<b>Total</b>	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
1	0	1

### 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
1	0	1	2	0	1

## 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		\$230,229
Overtime		\$0
Goods and Services		\$61,893
• Professional services contracts	\$61,893	
• Other	\$0	
<b>Total</b>		<b>\$292,122</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.170
Part-time and casual employees	0.533
Regional staff	0.000
Consultants and agency personnel	0.533
Students	0.000
<b>Total</b>	<b>2.236</b>

**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: 2021-04-01 to 2022-03-31

**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	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	52	0	0	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	52	0	52
Protected B Electronic Records	0	52	0	52
Secret and Top Secret Electronic Records	52	0	0	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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	3	0	3
Received in 2020-2021	0	0	0
Received in 2019-2020	0	1	1
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	1	1
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>3</b>	<b>2</b>	<b>5</b>

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 2021-2022	1
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 or earlier	0
Total	1

**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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	1	1
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 or earlier	0	0	0
Total	0	1	1

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 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 or earlier	0
Total	0

**Section 5: Social Insurance Number (SIN)**

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
--	----

**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: 4/1/2021 to 3/31/2022

### 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	
<b>Total</b>		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
<b>Total</b>	0

#### 1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	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	

• Outstanding from more than one reporting period	0
<b>Total</b>	0
Closed during reporting period	0
Carried over to next reporting period	0

## 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	0

## 2.3 Completion time of informal requests

Completion Time							
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
0	0	0	0	0	0	0	0

## 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	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
0	0	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
<b>Total</b>	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	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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
<b>Total</b>	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	0	\$0.00	0	\$0.00	0	\$0.00

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

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



181 to 365	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0
<b>Total</b>	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
<b>Total</b>	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	
<b>Total</b>		<b>\$0</b>

### 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
<b>Total</b>	<b>0.000</b>

**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: 2021-04-01 to 2022-03-31

**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	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	52	0	0	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	52	0	52
Protected B Electronic Records	0	52	0	52
Secret and Top Secret Electronic Records	52	0	0	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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
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 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 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 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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
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 or earlier	0	0	0
Total	0	0	0

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 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 or earlier	0
Total	0

**Section 5: Social Insurance Number (SIN)**

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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