

Canadian Museum of
Immigration at Pier 21



Musée canadien de
l'immigration du Quai 21

Access to Information Act **Annual Report 2024–25**



Canada

Canadian Museum of Immigration at Pier 21

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

April 1, 2024 to March 31, 2025

1. Introduction

The Canadian Museum of Immigration at Pier 21 (the Museum) is pleased to provide its annual report on the administration of the *Access to Information Act* (the Act) for the fiscal year 2024–25 as required under section 94 of the Act. In accordance with the Act, this report is tabled in Parliament.

The *Access to Information Act* is based on the following principles:

- Government information should be made available to Canadians and permanent residents of Canada;
- Exceptions to the right of access should be limited and specific, and;
- Decisions on the disclosure of government information should be reviewed independently of government.

Mandate

On November 25, 2010, the legislation creating the Canadian Museum of Immigration at Pier 21 came into effect. Under the *Museums Act*, the Canadian Museum of Immigration at Pier 21 is a distinct legal entity, wholly-owned by the Crown. It operates at arm's length from the Government in its day-to-day operations and in its activities and programming.

Situated at Pier 21, a National Historic Site at the Port of Halifax, the Government established the Museum as a Crown corporation within the Canadian Heritage portfolio. It is one of only two national museums to be created in a generation and the second to be located outside of the National Capital Region.

The amendments to the *Museums Act* established the Museum's mandate as follows:

The purpose of the Canadian Museum of Immigration at Pier 21 is to explore the theme of immigration to Canada in order to enhance public understanding of the experiences of immigrants as they arrived in Canada, of the vital role immigration has played in the building of Canada and of the contributions of immigrants to Canada's culture, economy and way of life.

The Museum's public policy role is expressed in the preamble of the *Museums Act*, which states each national museum:

- a) *"plays an essential role, individually and together with other museums and like institutions, in preserving and promoting the heritage of Canada and all its peoples throughout Canada and abroad, and in contributing to the collective memory and sense of identity of all Canadians;" and*
- b) *"is a source of inspiration, research, learning and entertainment that belongs to all Canadians and provides, in both official languages, a service that is essential to Canadian culture and available to all."*

The Museum had no non-operational ("paper") subsidiaries during this reporting period.

The Annual Report on the administration of the *Access to Information Act* has been submitted and tabled in Parliament.

2. Organizational Structure

The Museum is presided over by a Board of Trustees consisting of a Chairperson, a Vice-Chairperson and nine other trustees and appointed by the Minister with the approval of the Governor in Council. The first Director of the Museum, who is the Chief Executive Officer, was appointed on October 20, 2011, and is responsible for the operation and administration of the Corporation.

The Museum's Human Resources Manager serves as the Access to Information and Privacy Coordinator. This includes responsibility for proactive disclosure. The Museum has no other staff nor consultants working in this area.

The Access to Information and Privacy Coordinator is responsible for administering the *Access to Information Act* within the Canadian Museum of Immigration at Pier 21, with a mandate to act on behalf of the Director and CEO in ensuring compliance with legislation, regulations and government policy and to create directives and standards in all matters relating to the Act. This includes the processing of access requests and providing professional advice and training.

The Museum does not have any service agreements per section 96 of the Act.

3. Delegation Order

Pursuant to Section 95 (1) of the *Access to Information Act*, the Museum has delegated authority to the Access to Information and Privacy Coordinator to exercise

or perform all powers, duties and functions of the CEO and Director under the Act insofar as they may be exercised or performed in relation to the Museum. The delegation order is attached as Appendix A.

4. Performance in 2024–25

In summary:

- The Museum received three formal requests under the *Access to Information Act* during the reporting period.
- There were no active requests at the end of the previous fiscal year.
- All active requests (100%) were completed within 15 days (the legislated requirement is 30 days).
- All requests (100%) were “all disclosed”.
- There were no active complaints as of the end of the fiscal year.
- During the reporting period, the Museum received no requests for consultation.
- One access to information package was released informally.

Further details on performance in the 2024–25 fiscal year can be found in the Museum’s Statistical Report on the *Access to Information Act* and the Supplemental Statistical Report, which are available on the Museum’s website.

5. Training and Awareness

There were no formal training sessions on the *Access to Information Act* during the reporting period.

6. Policies, Guidelines and Procedures

No new Museum-specific policies, guidelines, procedures or initiatives were developed in 2024–25. The Museum follows Treasury Board policies and directives.

7. Initiatives and Projects to Improve Access to Information

Pursuant to the Government Directive on accounting standards: GC5200 Crown Corporations, the Museum publishes quarterly financial reports on its website.

Pursuant to the Directive on Travel and Hospitality and Conferences, it issues monthly and annual reports on its website.

The Museum also publishes on its website its annual report, a summary of its corporate plan and special examination reports from the Office of the Auditor General.

8. Summary of Key Issues and Actions Taken on Complaints or Audits

There were no Access to Information complaints received in 2024–25. There were no audits or investigations concluded during this reporting period.

9. Proactive Publication under Part 2 of the ATIA

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published **
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Finance department	100%	https://pier21.ca/governance-corporate-reports/travel-hospitality-and-conferences
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Finance department	100%	https://pier21.ca/governance-corporate-reports/travel-hospitality-and-conferences
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Access to Information and Privacy Coordinator	100%	https://pier21.ca/governance-corporate-reports/access-information-and-privacy-atip
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter				

		Q4: Within 60 days after the quarter				
Grants & Contributions over \$25,000	87	Within 30 days after the quarter				
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment				
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received				
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance				
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter				
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment				
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is	74(b)	Within 30 days after the end of the month received				

received by their office						
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December				
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance				
Travel Expenses	75	Within 30 days after the end of the month of reimbursement				
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement				
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter				
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year				

10. Monitoring Compliance

Due to the low volume, the Museum does not have a formal system to monitor the time to process access to information requests. The Access to Information and Privacy Coordinator ensures requests are processed within the 30-day time period. In the event of a delay or extension, the CEO is notified and updated on the status of the request.

Review and approval of proactively published information under Part 2 of the Act is undertaken prior to actual publishing. The review and approval is undertaken by the Chief Financial Officer or Chief Executive Officer.

The Museum ensures that measures to support the right of public access to information are reflected in contracts and information sharing agreements by utilizing statements and clauses to reflect those rights.

Appendix A – Delegation Order

Delegation Order / Arrêté de délégation

The President and Chief Executive Officer of the Canadian Museum of Immigration at Pier 21, pursuant to section 95 (1) of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President and Chief Executive Officer as the head of the Canadian Museum of Immigration at Pier 21, under the provisions of the Act and related regulations set out in the schedule opposite each position.

Conformément à l'article 95 (1) de la *Loi sur l'accès à l'information* et à l'article 73 de la *Loi sur la protection des renseignements personnels*, le président-directeur général du le Musée canadien de l'immigration du Quai 21 désigne par la présente les personnes occupant les postes figurant dans le tableau ci-dessous, ou les personnes occupant ces postes à titre intérimaire, pour qu'elles exercent les pouvoirs et les fonctions du président-directeur général en tant que chef du Musée canadien de l'immigration du Quai 21, conformément aux modalités de la loi et des règlements afférents, indiqués dans le tableau.

Position Title/ Titre du poste	Scope/ Secteur	Authority/Délégation	
		<i>Access to Information Act/ Loi sur l'accès à l'information</i>	<i>Privacy Act/ Loi sur la protection des renseignements personnels</i>
Human Resources Manager/ Gestionnaire des ressources humaines	Museum/Musée	Total/Complet	Total/Complet

Dated at Halifax, NS, this 1st day of April, 2025.

Daté à Halifax, N.-É., ce 1 jour d'avril 2025.



Marie Chapman
Chief Executive Officer, Chef de la direction