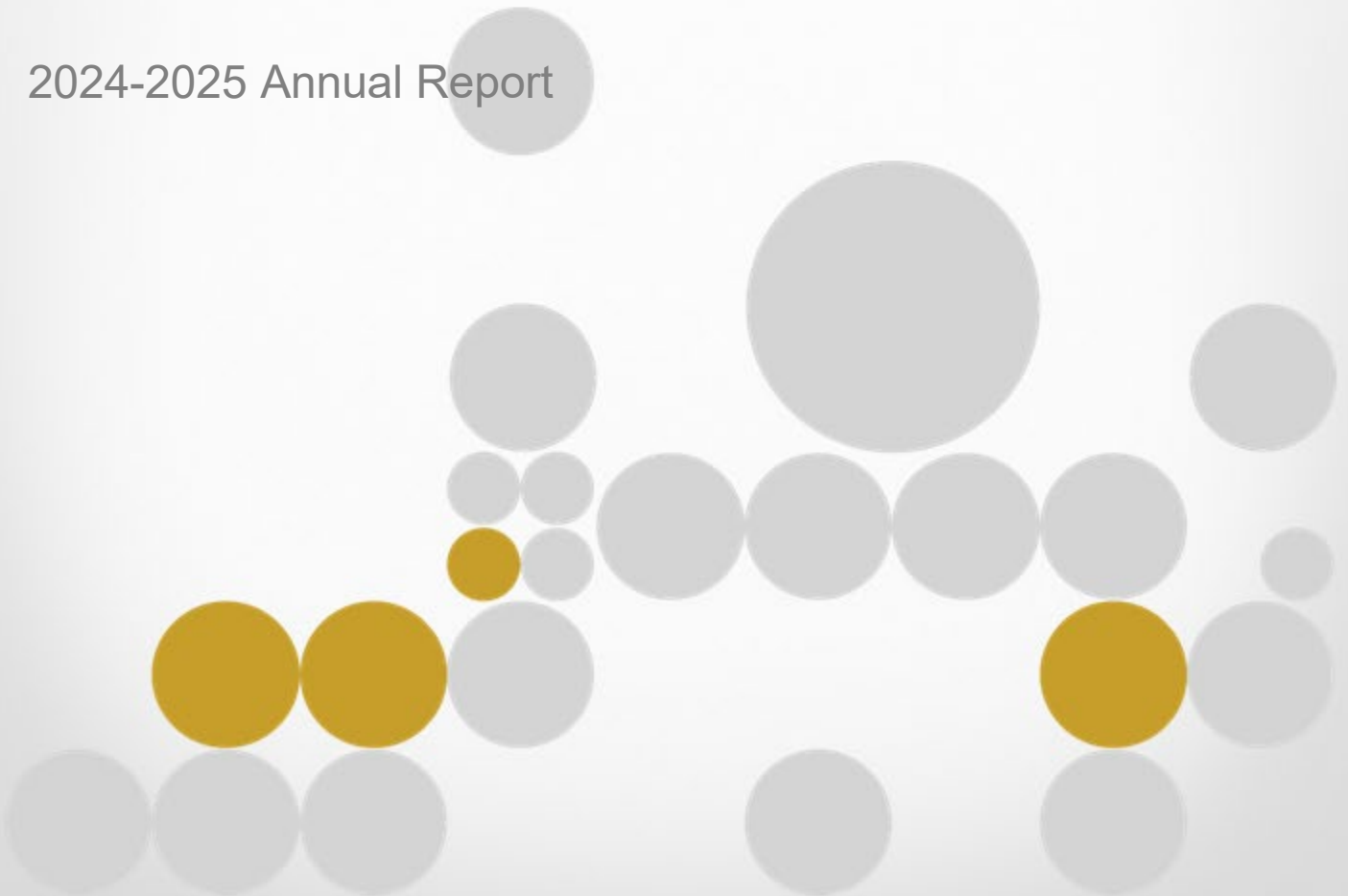




Report on the Administration of the *Access to Information Act*

2024-2025 Annual Report



ROYAL CANADIAN MINT

ACCESS TO INFORMATION ACT

2024-2025 ANNUAL REPORT TO PARLIAMENT

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I. INTRODUCTION

The *Access to Information Act* (the *Act*) provides Canadian citizens, permanent residents or any individual or corporation present in Canada the right to access information in records under the control of a government institution, subject to specific and limited 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, 2024 to March 31, 2025. The Mint is also reporting on behalf of its wholly owned subsidiary, RCMH-MRCF Inc. (refer to B. below). The report therefore accounts for the RCMH-MRCF Inc.'s administration of the *Act* for the reporting period.

The Annual Report is prepared and tabled in Parliament in accordance with section 94 of the *Act*.

A. ROYAL CANADIAN MINT

The Mint, originally a branch of Britain's Royal Mint, struck the Dominion's first domestically produced coin in 1908, and became a wholly Canadian institution in 1931. A fully commercial Crown corporation since 1969, the Mint operates for profit and its scope of activities extends throughout the world. It is classified as a Schedule III-II Corporation under the *Financial Administration Act*, the category reserved for organizations that conduct commercial operations and are self-sufficient. The Mint reports to Parliament through the Minister of Finance.

Subsection 3(2) of the *Royal Canadian Mint Act* establishes the mandate of the Mint "*to mint coins in anticipation of profit and to carry out other related activities.*" The Mint produces and arranges for the production and supply of coins of the currency of Canada. It also produces circulation and non-circulation coins for foreign countries, produces and markets bullion coins, operates gold and silver refineries as well as conducts coin-related manufacturing and commercial activities that generate profit.

The Mint markets its goods and services throughout Canada and in many countries around the world. Its continued success and vitality as a corporation depend upon its ability to respond quickly to market demands and compete and position itself in international and domestic markets. As a profit-making Crown corporation, the Mint operates like a business while serving a public policy purpose, which is the production and distribution of Canadian circulation coins.

B. RCMH-MRCF Inc.

As part of its business development initiative, the Mint set up a wholly-owned subsidiary, RCMH-MRCF Inc., which was incorporated under the *Canada Business Corporations Act* in June 2002. This holding company was formed to help the Mint improve efficiency, manage the cost of products, and increase profitability.

RCMH-MRCF Inc. has been operationally inactive since December 31, 2008 and does not employ staff. Its officers and directors are employees of the Mint. As a wholly-owned subsidiary, RCMH-MRCF Inc. is subject to the *Act*.

II. ORGANIZATIONAL STRUCTURE

The access to information and privacy (ATIP) function is part of the Corporate Affairs Section within the Corporate and Legal Affairs Division of the Mint. The Director, Regulatory Affairs (Compliance), who is also the designated ATIP Coordinator, oversees the implementation of the *Access to Information Act* and *Privacy Act* and ensures compliance with the legislation within the Mint and its wholly-owned subsidiary, RCMH-MRCF Inc. An operational team (ATIP Office) and privacy program team (Privacy Office) report to the Director and carry out key responsibilities in support of the Mint's ATIP compliance obligations.

During the reporting period, the ATIP Office was comprised of an ATIP Manager and ATIP Analyst, dedicated to the management of operational activities related to requests under both the *Access to Information Act* and the *Privacy Act*. The ATIP Coordinator held duties pertaining to files other than ATIP and, accordingly, a portion of the Coordinator's time is dedicated to the *Act*.

The Senior Program Manager, Privacy has the responsibility for the day-to-day management of the Mint's Privacy Office and corporate privacy program. The incumbent was primarily dedicated to privacy policy matters over the reporting period and is therefore not formally recorded as a resource in administering the *Act*.

During the reporting period, resources were supplemented by the services of one part-time consultant who assisted with request processing and related matters.

For a breakdown of the groups and positions responsible for meeting each applicable proactive publication requirement under part 2 of the *Act*, see the section "Proactive Publication under Part 2 of the *Act*".

The Mint was not party to any service agreements under section 96 of the *Access to Information Act*.

III. DELEGATION ORDERS

As head of the institution, the President & CEO of the Mint has overall accountability for the *Act*. To assist in the discharge of the President & 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).

IV. PERFORMANCE 2023-2024

Treasury Board of Canada Secretariat (TBS) requires the preparation of a Statistical Report, presenting data on the processing of requests for information under the *Act* by the Mint. The completed Statistical Report was submitted to TBS in May 2025 as required. This section provides a narrative summary and interpretation of the data from the Statistical Report and, where possible, a three-year trend analysis is provided. There is no statistical information to report for RCMH-MRCF Inc.

In 2024-25, the Mint continued to increase its compliance rate over the past 3 years, achieving a 90.9% compliance rate for requests completed under the *Act*.

As part of the Mint's digital transformation journey, during the reporting period, the Mint configured and implemented a Government of Canada-approved request processing software (AMANDA enterprise case management solution ["AMANDA"]). The Mint's increased compliance rate is in part due to request processing efficiency gains with AMANDA though a lower volume of requests was also a factor

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

	2024- 25	2023- 24	2022- 23
Formal requests received under the <i>Access to Information Act</i>	11	17	10
Requests outstanding from previous reporting period	2	5	5
Requests completed during the reporting period	11	20	10
Requests completed within 1 to 15 days	4	0	2
Requests completed within 16 to 30 calendar days	2	4	3
Requests completed within 31 to 60 calendar days	3	8	3
Requests completed within 61 to 120 calendar days	0	5	0
Requests completed within 121 to 180 calendar days	0	2	0
Requests completed within 181 to 365 calendar days	2	1	0
Requests completed in 365 or more calendar days	0	0	2
Number of requests completed within legislated timeframes*	10	17	7
Number of requests completed beyond legislated timeframes	1	3	3
New Complaints to the Information Commissioner	2	0	0

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

A. ROYAL CANADIAN MINT

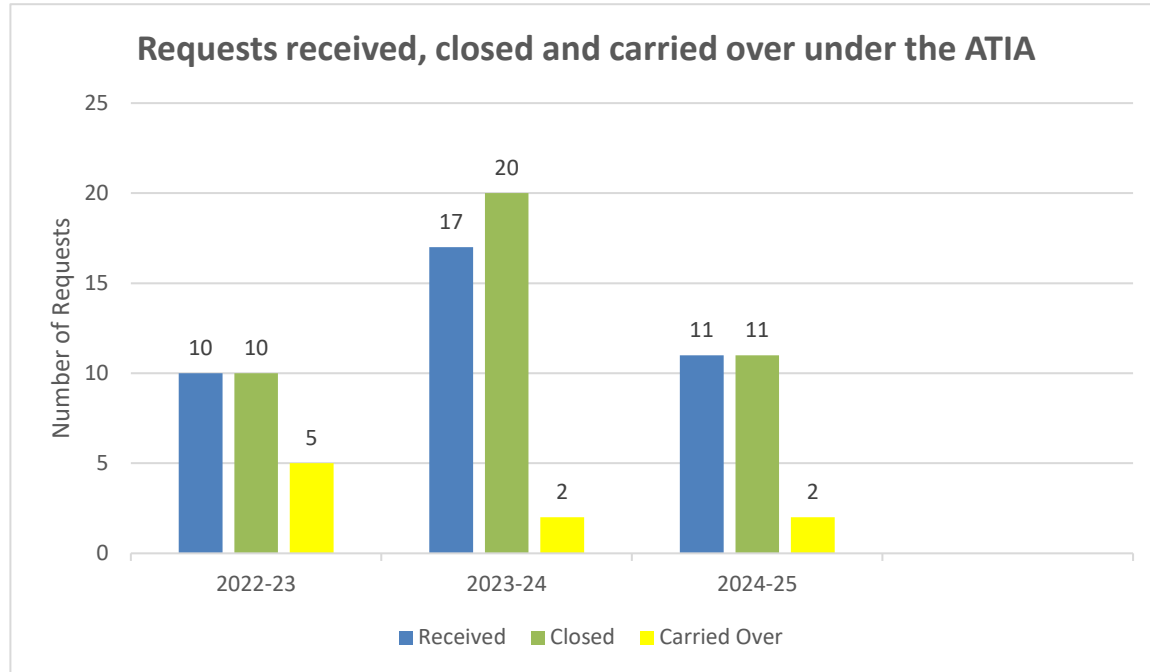
During the 2024-25 reporting period, the Mint processed 13 formal requests, of which 11 were new and 2 were carried over from the previous period. All requests carried over from previous years were closed during the reporting period.

Of the 13 requests processed, 11 were closed and 2 were carried over to the 2025-26 reporting period. In comparison, a total of 22 requests were processed in the previous period. The number of new requests

received (11) was significantly lower than the previous reporting period (17) and slightly higher than in 2022-23 (10). Ten requests were responded to within legislated timeframes (i.e. 90.9%) compared to 17 in 2023-24 (i.e. 85%) and 7 in 2022-23 (i.e. 70%).

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

Figure 2: Requests received, closed and carried over



Requests Carried Over

Two requests remained active as of the last day of the reporting period. The 2 requests carried over to the 2025-26 reporting period were received in 2024-25 and remained within legislated timeframes.

Disposition of Closed Requests

Of the 11 requests closed during the reporting period, 4 were “all disclosed” (i.e. no information was withheld from disclosure), 5 were “disclosed in part” (i.e. some information was withheld from disclosure), and 2 were abandoned by the requester. As such, 36% of completed requests were “all disclosed” and 45% of requests were “disclosed in part”.

Extensions

Of the 11 requests closed during the reporting period, 4 requests incurred the following time extensions:

- Three requests were extended for 30 days or less; and

- One request was extended between 181 to 365 days.

Three requests required extensions under 9(1)(b) of the Act to conduct necessary consultations. One request was extended under both 9(1)(a) due to workload and interference to Mint operations, and 9(1)(b).

Exemptions and Exclusions Used

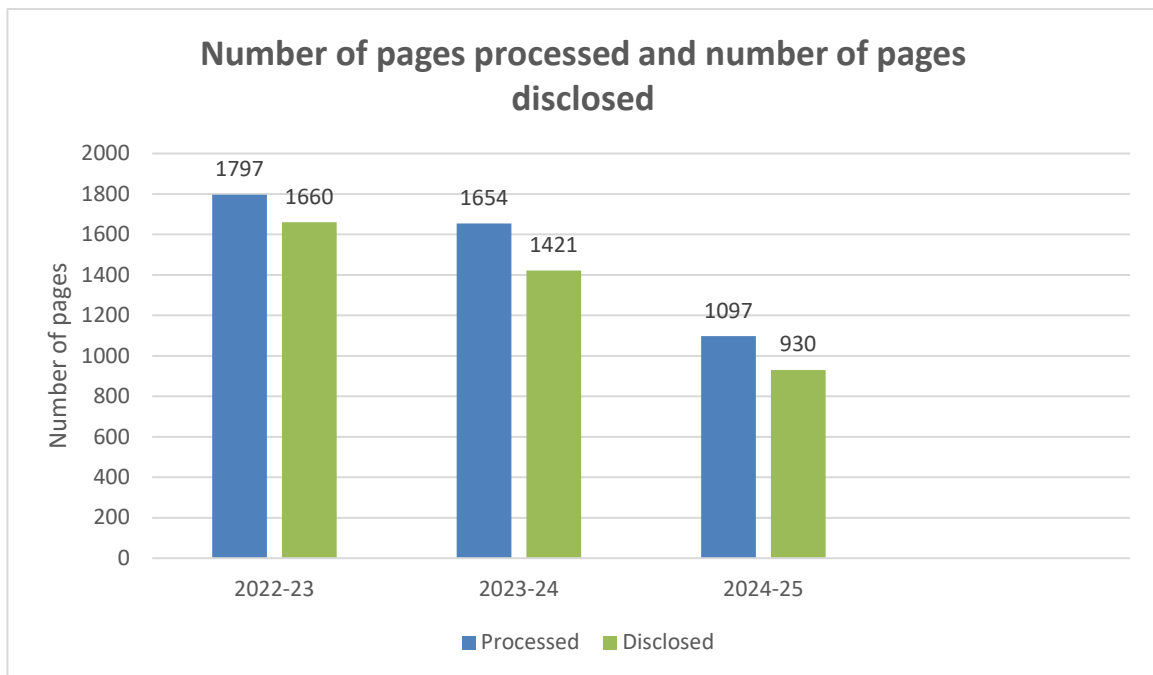
In a departure from the previous reporting period, which saw section 18 (confidential commercial and financial information) as the most commonly invoked section, section 19, which requires the Mint to protect personal information, was the most commonly invoked exemption. No requests were subject to any exclusions.

Size and Complexity

For requests closed in the reporting period, the Mint processed 1097 pages, a decrease of 33.6% (1654 pages) from the 2023-24 reporting period, and a significant decrease of 39% (1797 pages) from the 2022-23 reporting period. It should be noted that the number of pages processed does not include the number of pages that were examined to determine relevancy and identify duplicates, which is 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 2024-25, the ATIP Office processed a total of 59 informal requests. All 59 informal requests were completed during the reporting period. The 59 new informal requests received represented a significant increase compared to 9 in the previous reporting period. However, the total pages processed for the previous reporting period remains higher, as several individual requests targeted multiple past files.

Consultations from Other Institutions

The Mint received 7 consultations from other Government of Canada (GoC) institutions, significantly higher than the number received in 2023-24 (2) and slightly lower than in 2022-23 (10). The Mint completed all 7 consultations during the reporting period.

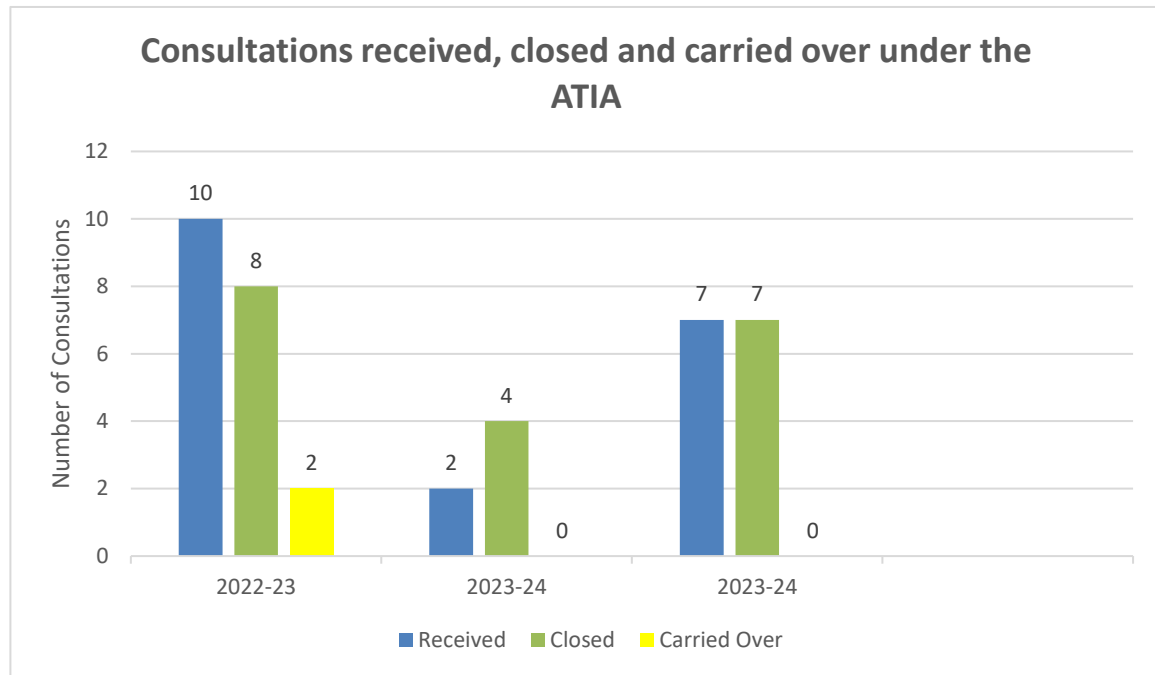
For the 7 new consultations, 210 pages were received for review compared to a slightly lower volume of 204 pages in the previous reporting period and a slightly higher volume of 311 pages in 2022-23. For 2 of the completed consultations, the Mint recommended full disclosure of the records. For 5 of the completed consultations, the Mint recommended partial disclosure.

Completion times were as follows:

- Three consultations were completed under 15 days;
- Three consultations were completed between 16 to 30 days; and
- One consultation was completed between 61 to 121 days.

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

Figure 4: Consultations received, closed, and carried over



Consultations on Cabinet Confidences

No consultations were carried out with the Privy Council Office on section 69 (Cabinet confidences) of the Act during the current and previous two reporting periods.

Complaints

Two new complaints were received during the reporting period. For one of the two complaints, the Office of the Information Commissioner (OIC) ceased to investigate, and the file was closed. The second complaint remained active as of the last day of the reporting period, as no investigator had yet been assigned by the OIC.

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 all new requests received (11).

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 \$239,783, which included the cost for employee salaries and the cost for one consultant to assist with request processing and ad hoc ATI matters. This expenditure represents a significant decrease of 44.24% from last reporting period (\$430,070) which saw a one-time cost acquisition and implementation of ATIP request processing software at a cost of \$183,325. Costs do 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 2.529.

V. TRAINING AND AWARENESS

Training on access to information matters occurs throughout the year on an as-needed basis via meetings and briefings with employees in different functional areas responding to requests for information under the Act.

With respect to the Mint's Proactive Publication requirements under Part 2 of the Act, and effective January 1, 2025, the Mint began proactively publishing all travel and hospitality expenses incurred by senior officers or employees of the institution (i.e. Vice Presidents, CEO and members of the Board of Directors) via the Open Government portal. To support this transition, a series of communications and training initiatives were undertaken to ensure all key stakeholders were aware of the change, including the timing of implementation and successful transition.

VI. PROACTIVE PUBLICATION UNDER PART 2 OF THE ACT

The Mint is a government institution as defined in section 3 of the Act, and for the purposes of proactive publication requirements under Part 2. The Mint is subject to the following requirements, as outlined in the table further below:

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

The Chief Financial Officer & Vice-President, Finance and Administration supports the Mint's President & CEO by ensuring the appropriate oversight and monitoring of expense-related proactive publication requirements in accordance with the Act and the Mint's Travel and Corporate Travel, Hospitality, Conference and Event Policy. Up to January 1, 2025, and to effectively meet its requirements under Part 2, the Mint used a Travel, Hospitality Expense Management System (THEMIS) to manage the expenses incurred by senior officers or employees of the institution (i.e. Vice Presidents, CEO and members of the Board of Directors). Through the THEMIS workflow, expenses followed a validation and approval process prior to being proactively published on www.mint.ca. As of January 1, 2025, all required expenses have been proactively published on the Open Government portal. Links on www.mint.ca brings users to the appropriate web pages where details (pre and post Open Government) are published.

With respect to reports tabled in Parliament, the respective program areas responsible for the reports are also responsible for ensuring proactive publication on the Mint's website.

Proactive Publication Requirements Table

Legislative Requirement	Section of the Act	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(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 Access to Information Act						
Travel Expenses	82	Within 30 days after the end of the month of	Y	Director of Finance	In Q2 13.5% of claims were not published on time	Prior to January 1, 2025 - http://expenses.mint.ca .

		reimbursement			due to internal delays. Q3 2024 100% compliant Q4 2024 100% compliant Q1 2025 100% compliant	As of January 1, 2025 Open Government: Proactive Disclosure .
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Director of Finance	In Q2 13.5% of claims were not published on time due to internal delays. Q3 2024 100% compliant Q4 2024 100% compliant Q1 2025 100% compliant.	Prior to January 1, 2025 - http://expenses.mint.ca . As of January 1, 2025 Open Government: Proactive Disclosure .
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Respective Program areas	100% compliant	Royal Canadian Mint: Annual Report 2024 Royal Canadian Mint: Corporate Plan 2024–2028 Access to Information Act: Annual Report 2023-24 Privacy Act: Annual Report 2023-24
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	N			
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N			
Packages of briefing materials prepared for	88(a)	Within 120 days after appointment	N			

new or incoming deputy heads or equivalent						
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 month received	N			
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	N			
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	N			
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	N			
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N			
Package of question period notes prepared by a government	74(c)	Within 30 days after last sitting day of the House of Commons in	N			

institution for the minister and in use on the last sitting day of the House of Commons in June and December		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	N			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N			
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N			
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
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	N			

VII. POLICIES, GUIDELINES, PROCEDURES, INITIATIVES AND PROJECTS

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

Info Source: 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.

ATIP software solution: A key initiative within the Mint's digital transformation strategy was accomplished during the reporting period. The Mint finalized the configuration, implementation and testing efforts for AMANDA, one of the two ATIP request processing software solutions which have been vetted and approved by the GoC.

Access Online Management Tool (AOMT): AOMT, which enables institutions to receive and deliver release packages through a secure portal rather than by email, is the primary channel by which the Mint receives requests. As an early adopter of ATIP software, the Mint will continue to support TBS when it is ready to integrate AOMT to the ATIP software solutions.

Assessing Frequently Requested Subject Matter: The scope of the Mint's business undertakings is very diverse, resulting in an inventory of requests spanning a broad variety of subject matter related to the institution's commercial activities and historic events. The Mint monitors requests to identify trends and opportunities for transparency.

Proactive Publication under Part 2 of the Act: A new data extraction process was implemented to enable the direct retrieval of information from the Mint's expense management system to facilitate improved accuracy and compliance. To support this initiative, the following standardized process was established:

- The Finance team extracts the travel and hospitality reimbursed expenses (the data) directly from the Mint's expense management system.
- Extracted data is compiled and shared via a newly established Microsoft Teams "Open Government" group, with review notifications sent to designated stakeholders.
- Stakeholders are provided up to five days to validate and sign off on their respective data entries or to submit any necessary revisions.
- Once validated, the data is forwarded to the Linguistic Services and Official Languages team for translation.
- The translated content is then reviewed by the Public Affairs, Governance Relations & Stakeholder Engagement team. Following review, the finalized data is returned to the Finance team for approval via the Teams group for upload to Open Government.

VIII. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

Two new complaints were received during the reporting period. For one of the two complaints, the OIC ceased to investigate, and the file was closed. The second complaint remained active as of the last day of the reporting period, as no investigator had yet been assigned by the OIC.

IX. MONITORING COMPLIANCE

A) Request Processing Time

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.

B) Limiting Inter-institutional Consultations

During the reporting period, the Mint limited consultations to sensitive subject matters where the Mint required additional input from another institution to understand disclosure concerns. The Mint did not consult on mandatory exemptions under the Act or when the information pertained primarily to the Mint. By limiting consultations, during the reporting period, waiting for responses from other government institutions did not result in missed legislative deadlines.

C) Contract Measures

The Mint's contracts with our vendors clearly denote that, as a federal Crown corporation, the Mint is subject to the Act. The Mint's Master Services Agreement template requires vendors to take all reasonable measures in supporting the Mint in meeting its obligations under the Act.

Due to the nature of the Mint's business, it uses contracts as the primary form of engagement and has fewer information sharing agreements or arrangements.

D) Part 2 of the Act - Accuracy and Completion of Proactively Published Information

Beginning in Q2 2024, the Mint initiated the production of quarterly proactive publication reports to monitor compliance rates.

Secondly, a new process was established to extract data from the Mint's travel and hospitality system to directly populate Open Government specific templates. More detail is provided under section VII.

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 <i>Loi sur l'accès à l'information</i>			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	ATIP Generalist Généraliste, AIPRP
4(2.1)	Responsibility of head of institution Responsable de l'institution fédérale	•	
7(a)	Notice where access requested Notification de l'auteur de la demande	•	•
7(b)	Giving access to the record or part thereof Donner communication totale ou partielle du document	•	•
8(1)	Transfer of request Transmission de la demande	•	•
9	Extension of time limits and notice of extension to Commissioner Prorogation du délai et avis au Commissaire à l'information	•	•
11(2)(3) (4)(5)(6)	Additional fees or waiver Frais supplémentaires ou dispensement	•	•
12(2)(b)	Language of access Version de la communication	•	•

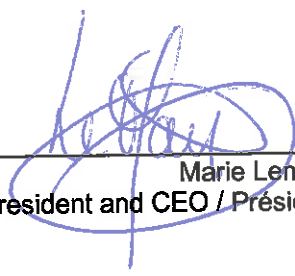
12(3)(b)	Access in an alternative format Communication sur support de substitution	•	•
Exemption Provisions of the Access to Information Act Dispositions d'exception de la Loi sur l'accès à l'information			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	ATIP Generalist Généraliste, AIPRP
13	Information obtained in confidence Renseignements obtenus à titre confidentiel	•	
14	Federal-provincial affairs Affaires fédéro-provinciales	•	
15	International affairs and defence Affaires internationales et défense	•	
16	Law enforcement and investigations Application de la loi et enquêtes	•	
16.5	<i>Public Servants Disclosure Protection Act</i> <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	•	
17	Safety of individuals Sécurité des individus	•	
18	Economic interests of Canada Intérêts économiques du Canada	•	
18.1	Economic interests of certain government institutions Intérêts économiques de certaines institutions fédérales	•	
19	Personal information Renseignements personnels	•	
20	Third party information Renseignements de tiers	•	
21	Operations of government – advice, etc. Activités du gouvernement – avis, etc.	•	
22	Testing procedures, tests and audits Examens et vérifications	•	
22.1	Internal audits Vérifications internes	•	
23	Solicitor-client privilege Secret professionnel des avocats	•	
23.1	Protected information — patents and trade-marks Renseignements protégés : brevets et marques de commerce	•	

24	Statutory prohibitions against disclosure Interdictions de communication fondées sur d'autres lois	•	
Other Provisions of the Access to Information Act Autres dispositions de la Loi sur l'accès à l'information			
Provision Disposition	Description	Vice-President, Corporate and Legal Affairs; ATIP Coordinator Vice-président, Affaires générales et juridiques; Coordonnatrice, AIPRP	ATIP Generalist Généraliste, AIPRP
25	Severability Prélèvements	•	•
26	Refusal of access where information is to be published Refus de communication en cas de publication	•	
27(1)(4)	Notice to third parties Avis aux tiers	•	•
28(1)(b) (2)(4)	Decision/notice of third party disclosure Décision/avis aux tiers de donner communication	•	
29(1)	Notice of decision to disclose on Information Commissioner's recommendation Avis de la décision de communiquer sur la recommandation du Commissaire à l'information	•	
33	Notice to Information Commissioner of notices to third parties Avis au Commissaire à l'information des avis aux tiers	•	•
35(2)(b)	Right to make representations Droit de présenter des observations	•	
37(1)	Notice of actions to implement recommendations of Information Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire à l'information	•	
37(4)	Access to be given to complainant Communication accordée au plaignant	•	
43(1)	Notice to third party of application to Federal Court for review Avis au tiers d'une demande de révision à la Cour fédérale	•	
44(2)	Notice to requester of application for review by third party Avis au demandeur d'un recours en révision du tiers	•	
52(2)(b), 52(3)	Special rules for hearings Règles spéciales pour les auditions	•	
71(1)	Facilities for inspection of manuals by public Installations de consultation par le public des manuels	•	
72	Annual report to Parliament Rapport annuel au Parlement	•	

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

Dated at Ottawa, Canada on June 12 2019

Daté à Ottawa, Canada, le 12 Juin 2019



Marie Lemay
President and CEO / Présidente de la Monnaie

Attachment 2

DELEGATION ORDER, RCMH-MRCF Inc.

Access to Information Act

**ACCESS TO INFORMATION ACT DELEGATION
ORDER**

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

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

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

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

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

Dated at Ottawa, Canada on June 12 2018

Daté à Ottawa, Canada, le 12 juin 2018

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

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