INFO SOURCE

SOURCES OF FEDERAL GOVERNMENT AND EMPLOYEE INFORMATION 2019

CANADIAN MUSEUM OF NATURE

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INTRODUCTION TO INFO SOURCE

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the Access to Information Act and the Privacy Act. It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the Privacy Act and to exercise their rights under the Privacy Act.

The Introduction and an index of institutions subject to the Access to Information Act and the Privacy Act are available centrally.

The Access to Information Act and the Privacy Act assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

GENERAL INFORMATION

Background

The Canadian Museum of Nature (CMN) originated in the Geological Survey of Canada, which was formed in 1842. The CMN became a Crown Corporation in 1990 by the *Museums Act*, and reports to Parliament through the Minister of Canadian Heritage. It is administered by its own directorate under the authority of a Board of Trustees. The President is the Chief Executive Officer of the CMN.

Section 11 of the *Museums Act* outlines the mandate of the CMN and states, "The purpose of the Canadian Museum of Nature is to increase throughout Canada and internationally, interest in, knowledge of and appreciation and respect for the natural world by establishing, maintaining and developing for research and posterity a collection of natural history objects, with special but not exclusive reference to Canada, and by demonstrating the natural world, the knowledge derived from it and the understanding it represents."

The CMN resides in the first building in Canada created to house a national museum. It is a national historic site and the birthplace of Canada's national museums. The official name of the museum building is the Victoria Memorial Museum Building.

Responsibilities

The purposes of the Canadian Museum of Nature (CMN), as defined in the Act, are to establish and maintain for research and posterity a collection of natural history objects, with special but not exclusive reference to Canada, and to use the collection, the knowledge derived from it and the understanding it represents, to increase throughout Canada and internationally, interest, knowledge, appreciation and respect for the natural world.

To these ends, the CMN develops and preserves a collection of over 14 million natural history specimens and conducts research in Earth Sciences and Life Sciences, with a focus on systematics and collections-based research. The Museum also develops and delivers exhibitions on nature related themes, including exhibition galleries, national travelling exhibitions and related national programs, usually done in collaboration with other museums and research

organizations. Additional outreach activities include public programs, such as school tours, workshops and special events. Partnerships with community, national and international organizations enhance the CMN's national service.

PERSONAL INFORMATION BANKS

Institutional Functions, Programs and Activities

The CMN's program alignment architecture (PAA) reflects the central aspects of the museum's mandate. The CMN's program activities are as follows: Inspiration and engagement, Collections care and access, Research and discovery, Internal support services, and Buildings and grounds.

The CMN's programs are key to the success of its mandate. Through them, the CMN makes a significant contribution to the interest in, knowledge of and appreciation and respect for the natural world. The following is a detailed list of each program activity and corresponding sub-activities.

Inspiration and Engagement (PA)

The CMN's inspiration and engagement program works to develop and communicate knowledge and expertise, and increase understanding and interest in the natural world. It achieves this goal through its education programs which include permanent and travelling exhibitions and educational and community programming.

Exhibition Maintenance and Support (SA)

Description: The roles of Exhibition Maintenance and Support are to maintain all of the Victoria Memorial Museum Building (VMMB) exhibits, care for live collections, provide support for exhibit development and provide support for installation/dismantle of temporary exhibits. They also maintain all travelling exhibitions and staged implementation of traveling exhibition support.

Exhibit Maintenance (COR)

Description: Information pertaining to maintenance requirements for exhibitions and the management of exhibitions, specifically planning, development, production, installation, takedown and budget management. Information related to permanent, temporary, travelling and virtual exhibitions. Information related to the creation and upkeep of guidelines for the programming of exhibitions created or hosted by the Canadian Museum of Nature, including documents related to the process of planning and management of exhibit spaces, development and cost evaluation. Includes information related to the fabrication of crates, frames, lighting design, display elements and exhibit graphics.

Document Types: Correspondence (electronic and printed), professional material samples, diagrams, layouts, agendas, exhibition proposals, project summaries, calendars, proposed schedules, catalogues, research reports (preliminary, progress or final), concepts and research notes, storylines, condition reports, image reproductions, illustrations (colour prints, photographs), research notes, trip reports, exhibition texts for captions and panels, installation manuals and specifications, purchase requests, budget estimates and tracking, plans and drawings of exhibition installations, policies and procedures, crate fabrication, field notes, maps and plans, drawings and sketches, financial reports, summaries of research and exhibition projects, labels, samples of various panel types (texts, labels), development plan, partnership

agreements, schedules, exhibition products, posters, event scenarios, documents related to exhibition openings, tour itineraries, exhibition layout plans, end-of-tour reports, publicity reports, programming activity books, promotional material, and crate lists.

Record Number: TBD

Temporary and Travelling Exhibitions (SA)

Description: The role of the Temporary Exhibition, as a complement to the permanent galleries on Birds, Mammals, Fossils, Water and Earth, is to offer visitors a diverse range of temporary exhibitions on natural history subjects. The role of the Travelling Exhibition is to produce its own travelling exhibitions that tour across Canada and internationally. Current travelling exhibitions feature Ice Age Mammals, Birds, Moths, Minerals, Nature Photographs, Climate Change and Water.

Exhibitions (COR)

Description: Information pertaining to permanent, travelling and temporary Museum exhibitions, including exhibit plans, presentations and proposals.
Document Types: Preliminary and detailed design documents, project milestones, collection and model lists, acquisition reports, architectural designs, computer and mechanical interactives, animations, images, art work, illustrations, videos, thematic developments, scientific and other reference materials, draft and final texts, labels and translations, financial information, evaluation documents.
Record Number: CMN NSA 060

National Education Strategy & Programs (SA)

Description: The roles of the National Education Strategy and Programs are to present the natural world through accessible and effective public education programs that will support Canadians in better understanding the changing natural environment in a manner that enhances the Museum's presence, profile and performance.

Educational and Community Programming (COR)

Description: Information pertaining to educational and interpretive programming, such as school and pre-school programs, lectures, workshops and other events offered to the general public, schools and other specific audiences.
Document Types: School brochures, program and facility descriptions, evaluation reports, statistical reports, registration forms organized by title and year.
Record Number: CMN NSA 055

Volunteers (PIB)

Description: This bank contains information about volunteers who offered to assist with various activities or events. The personal information collected may include name, date of birth, signature, contact, educational, biographical and employment equity information.
Class of Individuals: Students and the general public.
Purpose: The personal information is used to administer the volunteer program.
Consistent Uses: The information may be used or disclosed for the following purposes: safety, security, evaluation, mailing lists reporting to senior management and for the inventory of current and former volunteers as well as other museum related activities.
Retention and Disposal Standards: Under development

Records Disposition Authority: TBD
Related Record Number: CMN NSA 050, CMN NSA 055, CMN NSA 065, CMN NSA 070
TBS Registration: 20110515

Buildings and Grounds (PA)

This includes ongoing operations and maintenance of the Museum's two facilities. The Museum provides secure and functional facilities that meet all safety and building code requirements, including a fully renovated Museum facility that furthers the vision and mandate of the Museum.

Accommodation (SA)

Description: The Museum provides secure and functional facilities that meet all safety and building code requirements, including a fully renovated Museum facility that furthers the vision and mandate of the Museum.

Facilities Management (SA)

Description: The roles of Facilities Management are to ensure that the base building systems are operational and maintained to ensure that the daily Museum operations and museum environments are safe, secure, clean and healthy. They also develop and apply long-term maintenance and improvement plan for both of their facilities:

Natural Heritage Campus (COR): The Natural Heritage Campus is the Canadian Museum of Nature's science and administration centre, officially opened in the spring of 1997. The campus is situated on 76 hectares of land in Gatineau, Quebec. The facility is designed to provide the standards of safety, security and preservation necessary to safeguard Canada's natural history collection.

Victoria Memorial Building (COR): The Victoria Memorial Building is the site of the Museum's exhibitions, galleries and facility rentals, located in Ottawa, Ontario.

Description: Information pertaining to maintenance requirements for Base building systems and infrastructures and the management of base building systems, specifically planning, installation, repairs, services, maintenance activities & contracts both predictive and preventive and budget management. Information related to the building architectural, structural, mechanical and electrical specifications and upkeep of building codes, regulations, standards and guidelines for the operation of building systems and infrastructures.

Document Types: Correspondence (electronic), building codes references and documents, drawings, diagrams, layouts, agendas, proposals, project summaries, calendars, proposed schedules, catalogues, research reports (preliminary, progress or final), building condition reports, building management manuals, standard facility reports, log books, photographs, expense reports, Operation & Maintenance Manuals, policies, procedures, equipment schedules, databases and maintenance frequencies, service contracts & specifications, installation manuals and specifications, purchase orders, budget estimates and tracking, meeting notes, financial planning reports.

Record Number: TBD

Long Term Capital Plan Project (SA)

Description: The roles of Long Term Capital Plan Project are to review and update it to maximize the building life cycles, to effectively manage all funded capital projects within time, costs and scope while meeting the funding agency Record requirements for both of their facilities:

Natural Heritage Campus (COR): The Natural Heritage Campus is the Canadian Museum of Nature's science and administration centre, officially opened in the spring of 1997. The campus is situated on 76 hectares of land in Gatineau, Quebec. The facility is designed to provide the standards of safety, security and preservation necessary to safeguard Canada's natural history collection.

Victoria Memorial Building (COR): The Victoria Memorial Building is the site of the Museum's exhibitions, galleries and facility rentals, located in Ottawa, Ontario.

Description: Information pertaining to the building systems' conditions and life-expectancies, maintenance requirements, budget management. Information related to cost forecasting in regards to specific equipment replacements and reconditioning.

Document Types: Correspondence (electronic), professional material samples, diagrams, layouts, agendas, calendars, proposed schedules, catalogues, condition reports, images, installation manuals and specifications, contracts, purchase orders, budget estimates and tracking, plans and drawings, research papers, research notes, trip reports, policies and procedures, financial reports, summaries of researches, development plan, partnership agreements, schedules, various products, documents related to new technologies and capabilities.

Record Number: TBD

Collections Care and Access (PA)

The Museum develops, preserves and makes accessible collections of natural history specimens, objects and information materials to meet the growing needs of both the public and private sectors for research, education, and informed decision-making about the natural world.

Collection Data Entry (SA)

Description: The roles of Collection Data Entry are to pursue annualized data entry objectives and develop innovative solutions for the priority entry of data in concert with project partners and to seek opportunities to enhance development of and access to collection documentation and specimen images for the museum's collections.

Collection Data Entry (COR)

Description: Information pertaining to the documentation of the Museum's scientific collections, related documentation, archival material and other related objects; records of acquisition, de-accession, documentation, study, development, care, loan, and use of the collections.
Document Types: Collections Development Policy; Collection Conservation Policy; Collection Data Release Policy; key correspondence; cataloguing standards and records including photographic and digital images; collections management system documentation; collection care and conservation standards, procedures and records; collection loan records, policy and procedures; security policies, procedures and standards; field notes and related reprints;

museum staff and associate publications; research project documentation; digitization project documentation; and copies of relevant legislation and regulations.

Record Number: TBD

Collection Services (SA)

Description: The roles of Collection Services are to provide access to the collections of over 14.6 million botanical, vertebrate, invertebrate, fossil and mineral specimens and their related data in support of internal and external clients, assist stakeholders in the use of collections and continue the implementation of documentation processes and services standards.

Collections Services (COR)

Description: Information pertaining to the development, management and documentation of the Museum's scientific collections and records acquisition, de-accession, documentation, study, development, care, loan, use of the collections and cultural property risk assessment, including collection management and conservation research, development and documentation of best practices in support of natural history collections.

Document Types: National Collections Strategy; Collections Development Policy; Collection Conservation Policy; Collection Data Release Policy; key correspondence; tax receipt information for gifts and donations; Canadian Cultural Property Export Review Board submissions, recommendations and examination reports; cataloguing standards and records including photographic and digital images; collections management system documentation; collection care and conservation standards, procedures and records; collection loan records, policy and procedures; security policies, procedures and standards; field notes and related reprints; museum staff and associate publications; research projects documentation; and copies of relevant legislation and regulations.

Record Number: CMN NSA 050

Collections (PIB)

Description: This bank has complete information on names and addresses of individuals pertaining to the collection of objects by the Canadian Museum of Nature.

Class of Individuals: Individuals with which the Canadian Museum of Nature deals, in relation to collecting.

Purpose: To maintain complete information about objects collected or collectable by the Canadian Museum of Nature.

Consistent Uses: Determination of the value of objects for income tax or insurance purposes.

Retention and Disposal Standards: Permanent retention.

Records Disposition Authority: Vice President, Research and Collections**.**

Related Record Number: CMN NSA 050

TBS Registration: 003412

Bank Number: CMN PPU 005

Internal Support Services (PA)

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. The groups are: Procurement Services; Communications & Marketing Services; Financial Management; Human Resources Management; Information Management; Information Technology; Management and Oversight Services; Travel and Other Administrative Services. Internal Services include only

those activities and resources that apply across an organization and not to those provided specifically to a program.

Procurement

Procurement Services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting Class of Record
  - Professional Services Contracts Personal Information Bank

Communications & Marketing Services

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications Class of Record
  - Internal Communications Personal Information Bank
  - Public Communications Personal Information Bank

Financial Management

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management Class of Record
  - Accounts Payable Personal Information Bank
  - Accounts Receivable Personal Information Bank
  - Acquisition Cards Personal Information Bank

Human Resources Management

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Awards (Pride and Recognition) Class of Record
  - Recognition Program Personal Information Bank
- Classification of Positions Class of Record
  - Staffing Personal Information Bank
- Compensation and Benefits Class of Record
  - Attendance and Leave Personal Information Bank
  - Pay and Benefits Personal Information Bank
- Employment Equity and Diversity Class of Record

- - Employment Equity and Diversity Personal Information Bank
- Hospitality Class of Record
  - Hospitality Personal Information Bank
- Human Resources Planning Class of Record
  - Human Resources Planning Personal Information Bank
  - Workplace Day Care Personal Information Bank
- Labour Relations Class of Record
  - *Canadian Human Rights Act* – Complaints Personal Information Bank
  - Discipline Personal Information Bank
  - Grievances Personal Information Bank
  - Harassment Personal Information Bank
  - Disclosure of Wrongdoing in the Workplace Personal Information Bank
  - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Occupational Health and Safety Class of Record
  - Employee Assistance Personal Information Bank
  - Harassment Personal Information Bank
  - Occupational Health and Safety Personal Information Bank
  - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank
- Official Languages Class of Record
  - Official Languages Personal Information Bank
- Performance Management Reviews Class of Record
  - Discipline Personal Information Bank
  - Performance Management Reviews Personal Information Bank
- Recruitment and Staffing Class of Record
  - Applications for Employment Personal Information Bank
  - Employee Personnel Record Personal Information Bank
  - EX Talent Management Personal Information Bank
  - Personnel Security Screening Personal Information Bank
  - Staffing Personal Information Bank
  - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Relocation Class of Record
  - Relocation Personal Information Bank
- Training and Development Class of Record
  - Training and Development Personal Information Bank

Information Management

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Access to Information and Privacy Class of Record
  - Access to Information Act and Privacy Act Requests Personal Information Bank
- Information Management Class of Record
  - Library Services Personal Information Bank

Information Technology

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology Class of Record
    - Electronic Network Monitoring Personal Information Bank
    - Office365 Utilization and Analytics Personal Information Bank

Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Cooperation and Liaison Class of Record
    - *Lobbying Act* Requirements Personal Information Bank
    - Outreach Activities Personal Information Bank
- Executive Services Class of Record
    - Executive Correspondence Personal Information Bank
- Internal Audit and Evaluation Class of Record
    - Evaluation Personal Information Bank
    - Internal Audit Personal Information Bank
- Planning and Reporting Class of Record
- Materiel Management Class of Record

Travel, Facilities & Protective Services and Other Administrative Services

Travel and Other Administrative Services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Administrative Services Class of Record
    - Parking Personal Information Bank
- Boards, Committees and Council Class of Record
    - Governor in Council Appointments Personal Information Bank
    - Members of Boards, Committees and Councils Personal Information Bank
- Business Continuity Planning Class of Record
    - Business Continuity Planning Personal Information Bank
- Disclosure to Investigative Bodies Class of Record
    - Disclosure to Investigative Bodies Personal Information Bank
- Proactive Disclosure Class of Record
    - Hospitality Personal Information Bank
    - Travel Personal Information Bank
- Security Class of Record
    - Identification Cards and Access Badges Personal Information Bank
    - Disclosure of Wrongdoing in the Workplace Personal Information Bank
    - Personnel Security Screening Personal Information Bank
    - Security Incidents and Privacy Breaches Personal Information Bank

- o Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank
- Travel Class of Record
    - o Travel Personal Information Bank

Scientific Research (PA)

The Museum conducts and fosters research in the field and the laboratory based on natural science collections, contributing nationally and internationally to issues of relevance to Canadians. The Museum conducts original collections-based research in species discovery, enhances scientific expertise, and increases awareness to the public, scientific community and decision-makers.

Library (SA)

Description: The roles of the Library are to effectively deliver and maintain basic/essential Library Acquisition, Cataloguing and Circulation services and to research other avenues to bring up to date information to our library. The Library also continues to consolidate serial catalogue records and holdings in the library system.

Library and Archives (COR)

Description: Information pertaining to the management of the Museum's library and archival collections on diverse subject matter regarding Nature and its history, the interlibrary loans and online catalogues, archival activities documents related to the Museum text-based archives.
Document Types: Orders, requisitions, contracts, title agreements, gift agreements, invoices, loan forms, acquisition sheets and other documentation, journal subscriptions, library software applications documentation (including functional requirements, user guides, and maintenance procedures), copies of archival and library standards, and copies of relevant legislation and regulations.
Format: Books, periodicals, manuscripts, photographs (negatives, slides, black and white or color negatives, transparencies, photographic prints and digital images), cartographic materials, watercolours, oil paintings, drawings, decoys, sculptures and carvings, sound recordings, films, video-tapes, DVDs, CDs, CD-ROMs, microforms, and videocassettes.
Record Number: CMN NSA 030

Palaeobiology and Mineralogy Research (SA)

Description: This research examines the long-term changes to the Earth, studies vertebrate evolution and adaptation to changing environments, geological and mineralogical environments that underlie Canada and abroad, and the components that interact or impact directly on biotic environments.

Palaeobiology and Mineralogy Research (COR)

Description: Information pertaining to field and laboratory research examining long-term changes to the Earth, its fauna and its environments, research of the evolution of geological environments and the evolutionary and ecological changes in fossil animals.
Document Types: Research proposals, project descriptions, key correspondence, slides and digital images, reprints, field notes, data analysis, scientific specimen databases, scientific analysis databases, X-rays, lab notes on chemical and molecular analysis, and maps.
Record Number: CMN NSA 065

Botany and Zoology Research (SA)

This collection-based research examines plants and animals to understand species, their evolution, distributions, ecological relationships and the environmental factors that effects species change.

Botany and Zoology Research (COR)

Description: Information pertaining to the activities and methods of the field and laboratory research on groups of animals and plants, to understand their evolution, distributions, ecological relationships and the environmental factors that effects species change.
Document Types: Research proposals, project documentation, slides and digital images, reprints, field notes, data analysis, scientific specimen databases, scientific analysis databases, X-rays, lab notes on chemical and molecular analysis, maps, committee and partnership records including correspondence, meeting notes, studies and policy development.
Record Number: CMN NSA 070

Participation in Museum Networks and Associations (Alliance) (SA)

The roles of the Participation in Museum Networks and Associations are to fulfill Board and Committee roles, to continue to strengthen the operation, the impact and institutional and national benefit of the Alliance of Natural History Museums of Canada (ANHMC). They also serve as ANHMC Secretariat.

Alliance of Natural History Museums of Canada (COR)

Description: Information pertaining to the Alliance of Natural History Museums of Canada (ANHMC), a network of sixteen key Canadian natural history museums created to enhance collaboration in areas of research, collections development and education about the natural environment and other shared activities and special events.
Document Types: Mandate, by-laws and policies; strategic and other planning documents and reports; internal and external correspondence; Board, Annual General Meeting and committee agendas, minutes and reports; budgetary information; travel and hospitality documents; membership and contact information; press releases and other promotional material; and audit reports.
Record Number: CMN NSA 020

Classes of Personal Information

Some Canadian Museum of Nature (CMN) files, summarized in the classes of records descriptions, contain personal information that is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about CMN and its collections, programs and services, information and advice given to individuals by CMN employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the CMN needs as much detail as possible about the subject matter, the geographic location and the time the information would have come to the Museum.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

MANUALS

- Business Continuity Plan
- VMMB Health and Safety Manual

ADDITIONAL INFORMATION

Enquiries

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the Canadian Museum of Nature's completed Access to Information (ATI) summaries and open data. To make an informal request, contact:

Skye Cameron
ATIP Coordinator
P.O. Box 3443, Station D
Ottawa, Ontario K1P 6P4

Telephone: 613-566-4738
nature.ca

The Canadian Museum of Nature conducts Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. Summaries of completed PIAs are available.

Please see the Introduction to this publication for information on formal access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*. The following outlines how to make a formal ATIP request.

Mail your letter or Access to Information Request Form (*Access to Information Act*) or Personal Information Request Form (*Privacy Act*), along with any necessary documents (such as consent or the $5.00 application fee for a request under the *Access to Information Act*) to the following address:

Skye Cameron
ATIP Coordinator
P.O. Box 3443, Station D
Ottawa, Ontario K1P 6P4
Telephone: 613-566-4738

Reading Room

In accordance with the *Access to Information Act*, an area on the premises will be made available should the applicant wish to review materials on site. The address is:

Natural Heritage Campus
1740 Pink Road
Gatineau, Quebec