

# **INFO SOURCE**

## **SOURCES OF FEDERAL GOVERNMENT AND EMPLOYEE INFORMATION**

**2012**

### **CANADIAN MUSEUM OF NATURE**



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## **GENERAL INFORMATION**

### **Background**

The Canadian Museum of Nature (CMN), a Crown Corporation, was established 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.

### **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 10 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 Canadian Museum of Nature's (CMN) five main program activities include Public Education, Collections Management, Research, Accommodation and Corporate Management.

#### **Accommodation**

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**

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 that the environments are safe, secure, clean and healthy. They also develop and apply long-term maintenance and improvement plan.

## **Long Term Capital Plan Project**

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 requirements.

## **Collections Management**

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**

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 Services**

The roles of Collection Services are to provide access to the collections of over 10.5 million botanical, vertebrate, invertebrate and earth science specimens and their related data in support of internal and external clients, assist visitors in the use of collections and continue the implementation of documentation processes and services standards.

## ***Collections Services***

**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 Management 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 information system documentation, including functional requirements, user guides and maintenance procedures; collection care and conservation standards, procedures and records, including examinations, inspections and treatment reports; collection loan records, policy and procedures; security policies, procedures and standards; field notes and related reprints; drafts and final copies of museum staff publications; research projects documentation (includes proposals, timelines, copies of drafts and final reports and publications); and copies of relevant legislation and regulations.

**Record Number:** CMN NSA 050

## Collections

**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.

**Related Record Number:** CMN NSA 050

**TBS Registration:** 003412

**Bank Number:** CMN PPU 005

## Volunteers

**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

**Related Record Number:** CMN NSA 050, CMN NSA 055, CMN NSA 065, CMN NSA 070

**TBS Registration:** 20110515

## Corporate Management

The Museum develops and implements the policies, accountability structure and processes to oversee the Museum's fulfillment of its mandate including governance, strategic direction, monitoring or corporate performance, reporting to Parliament and all corporate services and revenue generating activities.

## Archives and Corporate Records

The roles of the Archives and Corporate Records are to continue to effectively deliver and maintain the corporate records, the services for the archives and the Access to information and Privacy. They also address the Archives backlog and thereby increase accessibility of the museum's collection of archival materials for internal and external users. Their role is also to complete the acquisition, configuration and initial deployment of an electronic Records Management System ensuring that the museum is in compliance with key applicable Federal regulations and guideline pertaining to records management.

## Governance

Governance is key to ensuring the Museum's mandate is delivered. Through accountability and strategic policy and planning frameworks, the Board provides corporate direction and delegates authority for the management of the Museum.

## **Fundraising, Development and Membership**

The roles of the Fundraising, Development and Membership Services are to develop ongoing revenue for the Museum. Revenue is generated via multi-tiered Membership including basic, enhance and corporate membership. Financial support is also raised through corporate sponsorship, annual giving special events and major gifts from individuals.

### ***Donations and Contributions***

**Description:** Information pertaining to fundraising opportunities and initiatives at the Canadian Museum of Nature, such as the Natural Partnerships Campaign, which aims to fund new galleries and educational programs in the revamped Victoria Memorial Museum Building and the Nature Discovery Fund.

**Document Types:** Project proposals, promotional materials, presentations, correspondence, funding agreements, financial management records, project overviews and evaluation.

**Record Number:** CMN NSA 040

### **Donations and Contributions**

**Description:** This bank contains personal information such as names and addresses of donors as well as financial information on donations of musicological objects or financial contributions towards the acquisition of musicological collections.

**Class of Individuals:** General public and private sector businesses and corporations.

**Purpose:** To maintain financial information dealing with the issuance of income tax receipts.

**Consistent Uses:** Pursuant to the Income Tax Act, documentation is used to support annual individual or corporate tax returns.

**Retention and Disposal Standards:** Records are retained for statistical purposes for six years and then destroyed.

**Related Record Number:** CMN NSA 040

**TBS Registration:** 003413

**Bank Number:** CMN PPU 015

## **Information Technology**

The roles of the Information Technology are to complete the deployment and maintenance of diverse application like communication cabling in wireless infrastructure, online collections, network monitoring and document management. They also ensure the security of the Museum network environment and plan, manage and deliver ongoing IT Services to the museum staff.

## **Library**

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

## ***Library and Archives***

**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

## **Participation in Museum Networks and Associations (Alliance)**

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***

**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

## **Internal Services**

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. These groups are: Management and Oversight Services; Communications Services; Legal Services; Human Resources Management Services; Financial Management Services; Information Management Services; Information Technology Services; Real Property Services; Materiel Services; Acquisition Services; and 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.

## **Acquisitions**

Acquisition Services involve activities undertaken to acquire a good or service to fulfill 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

- ❖ Procurement and Contracting
  - Professional Services Contracts

## **Communications 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
  - Internal Communications
  - Public Communications

## **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
  - Accounts Payable
  - Accounts Receivable

## **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)
- ❖ Classification of Positions
  - Staffing
- ❖ Compensation and Benefits
  - Attendance and Leave
  - Pay and Benefits
- ❖ Employment and Equity and Diversity (COR)



- ❖ Hospitality (COR)
  - Hospitality (PIB)
- ❖ Human Resources Planning (COR)
  - Human Resources Planning (PIB)
- ❖ Labour Relations
  - Discipline
  - Grievances
  - Harassment
  - Values and Ethics Code for Public Service
- ❖ Occupational Health and Safety (COR)
  - Harassment
  - Occupational Health and Safety (PIB)
  - Vehicle, Ship, Boat and Aircraft Accidents
- ❖ Official Languages (COR)
  - Official Languages (PIB)
- ❖ Performance Measurement Reviews (COR)
  - Discipline
  - Performance Management Reviews (PIB)
- ❖ Recruitment and Staffing
  - Applications for Employment
  - Employee Personnel Record
  - Personnel Security Screening
  - Staffing
  - Values and Ethics Code for Public Service
- ❖ Relocation (COR)
  - Relocation (PIB)
- ❖ Training and Development (COR)
  - Training and Development (PIB)

## **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.

- ❖ Information Management
  - Library Services

## **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

## **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.

- ❖ Co-operation and Liaison
- ❖ Executive Services
- ❖ Internal Audit and Evaluation
- ❖ Planning and Reporting

## **Materiel**

Materiel Services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- ❖ Materiel Management
  - Vehicle, Ship, Boat and Aircraft Accidents

## **Real Property**

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- ❖ Real Property Management (COR)

## **Travel and Other Administrative Services**

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

- ❖ Access to Information and Privacy
  - Access to Information and Privacy
- ❖ Administrative Services
  - Parking
- ❖ Boards, Committees and Councils
  - Members of Boards, Committees and Councils

- ❖ Business Continuity Planning
- ❖ Disclosure to Investigative Bodies
  - Disclosure to Investigative Bodies
- ❖ Proactive Disclosure
  - Hospitality
  - Travel
- ❖ Security
  - Identification and Building-Pass Cards
  - Personnel Security Screening
  - Security Incidents
  - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes
- ❖ Travel
  - Travel

## **Public Education**

The Museum develops and maintains exhibitions, programs, electronic and print publications, the Museum's website and activities to foster an understanding of, and empathy with, nature.

## **Communications**

The roles of the Communications and Marketing are to oversee the Museum's corporate image, the development and delivery of the Museum's brand and messages to key target audiences. This includes external and internal communications in the areas of advertising, publicity, public relations, promotion and Corporate Communications.

## **Exhibition Maintenance and Support**

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.

## ***Exhibitions***

**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**

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***

**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**

**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

**Related Record Number:** CMN NSA 050, CMN NSA 055, CMN NSA 065, CMN NSA 070

**TBS Registration:** 20110515

### **Temporary Exhibitions**

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.

### **Travelling Exhibitions**

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.

### **Research**

The Museum explores the past and assists Canadians in preparing for the future by conducting both systematics and applied research, as well as by developing and maintaining networks and linkages with Canadian and international scientific communities.

## **Earth Sciences Research**

The roles of the Earth Sciences Research are to examine, via collection-based, the long-term changes to the Earth in mineralogy and palaeontology, to studies vertebrate evolution and adaptation to changing environments, geological and mineralogical environments that underlie Canada and the components that interact or impact directly on biotic environments.

### ***Earth Sciences Research***

**Description:** Information pertaining to field and laboratory research examining long-term changes to the Earth, its faunas and its environments, research of the evolution of geological environments and the evolutionary and ecological changes in fossil animals, including humans.

**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

#### **Volunteers**

**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

**Related Record Number:** CMN NSA 050, CMN NSA 055, CMN NSA 065, CMN NSA 070

**TBS Registration:** 20110515

**Bank Number:** CMN PPU 020

## **Life Sciences Research**

The roles of the Life Sciences Research are to research, via collection-based, the botany and zoology to understand species, their evolution, distributions, ecological relationships and the environmental factors that effects species change including human influences.

### ***Life Sciences Research***

**Description:** Information pertaining to the activities of the Biological Survey of Canada, the field and laboratory research and ecological methods on groups of animal and plant to understand environmental change and describe life on Earth diversity.

**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

#### **Volunteers**

**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

**Related Record Number:** CMN NSA 050, CMN NSA 055, CMN NSA 065, CMN NSA 070

**TBS Registration:** 20110515

**Bank Number:** CMN PPU 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.

## **ADDITIONAL INFORMATION**

### **Enquiries**

For additional information about the programs and activities of the Canadian Museum of Nature, please contact:

Director, Marketing and Media Relations  
P.O. Box 3443, Station D  
Ottawa, Ontario K1P 6P4

Telephone: 613-566-4749  
Internet: <http://nature.ca>

## **Access to Information Requests**

All access to information requests to the Canadian Museum of Nature should be sent to:

Irene Byrne  
Access to information Coordinator  
P.O. Box 3443, Station D  
Ottawa, Ontario K1P 6P4

Please note: Each request made to the Canadian Museum of Nature under the Access to Information Act must be accompanied by an application fee of \$5.00, cheque or money order made payable to Canadian Museum of Nature.

## **Privacy Requests**

All access to personal information requests to the Canadian Museum of Nature should be sent to:

Irene Byrne  
Privacy Coordinator  
P.O. Box 3443, Station D  
Ottawa, Ontario K1P 6P4

Please note that there are no application fees for requests made to the Canadian Museum of Nature under the *Privacy Act*.

## **Reading Room**

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

National Heritage Building  
1740 Pink Road  
Gatineau, Quebec