



community meetings provided the ATIP Coordinator and the Senior ATIP Advisor the opportunity to enable a sharing of knowledge and experience with all members of the community.

ANNEXES

Annex A: Delegation Order

Annex B: Statistical Report on the Administration of the *Access to Information Act*

ANNEX A

DELEGATION PURSUANT TO S.73 OF THE ACT DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI



Canadian Air Transport
Security Authority

99 Bank Street
13th Floor
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Administration canadienne
de la sûreté du transport aérien

99, rue Bank
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Our file / Notre référence
RDIMS # 63578

Access to Information Act
Delegation of Authority

Délégation en vertu de la
Loi sur l'accès à l'information

I, Mike Saunders, President and CEO of CATSA, pursuant to section 73 of the *Access to Information Act*, designate the persons holding the positions set out in the attached Schedule 'A', or persons acting in those positions, to exercise the powers and perform the duties and functions that have been given to me as head of a government institution under the sections of the *Access to Information Act*, as set out in the Schedule.

Je, Mike Saunders, Président et Chef de la direction de l'Administration canadienne de la sûreté du transport aérien, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, délègue aux titulaires des postes mentionnés à l'annexe A, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont je suis, en qualité de responsable d'une institution fédérale, investi par les articles de la *Loi*, tel qu'indiqué dans l'annexe.

Mike Saunders

President and Chief Executive Officer Canadian Air Transport Security Authority /
Président et Chef de la Direction de l'Administration canadienne de la sûreté du transport aérien

Signed in Ottawa, Ontario, Canada this
Signé à Ottawa, Ontario, Canada le

3rd day of May
3eme jour de mai

2017
2017

ANNEX A

**DELEGATION PURSUANT TO S.73 OF THE ACT
DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI**

Section	Description	ATIP Coordinator	Senior ATIP Advisor
7(a)	To give notice to applicant that access will be given / Notification au requérant de la communication	X	X
8(1)	To transfer to another institution or to accept transfer from another institution and to give notice to applicant / Transmission de la demande ou acceptation d'une transmission d'une autre institution et notification au requérant	X	X
9	To extend time limit and give notice / Prorogation du délai et avis au requérant	X	X
11(2)	To require payment of additional fees / Exiger le versement d'un montant supplémentaire	X	X
11(3)	To require payment for machine readable record / Exiger le versement pour des documents issus d'un document informatisé	X	X
11(4)	To require payment of a deposit / Exiger le versement d'un acompte	X	X
11(5)	To give notice / Aviser	X	X
11(6)	To waive the requirement to pay a fee / Dispenser le versement de frais	X	X
12(2)	To determine whether a record should be translated / Communication d'un document dans la langue officielle choisie	X	X
12(3)	To determine whether a record should be provided in an alternative format / Communication d'un document sur un support de substitution	X	X
13	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
14	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
15	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
16	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
17	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
18	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
19	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
20(1)	To refuse to disclose a record referred to in that subsection / Refuser la communication de documents contenant des renseignements visés par ce paragraphe	X	
20(2)	To disclose part of a record referred to in that subsection / Communication partielle de documents contenant des renseignements visés par ce paragraphe	X	
20(5)	To disclose, with the consent of third party, a record referred to in subsection 20(1) / Communication de documents visés par le paragraphe 20(1), avec le consentement du tiers	X	X

ANNEX A

**DELEGATION PURSUANT TO S.73 OF THE ACT
DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI**

Section	Description	ATIP Coordinator	Senior ATIP Advisor
20(6)	To disclose, in the public interest, a record referred to in paragraphs 20(1)(b),(c) or (d) / Communication, dans l'intérêt public, de documents visés par les paragraphes 20(1)(b), (c) ou (d)	X	
21(1)	To refuse to disclose a record referred to in that subsection / Refuser la communication de documents visés par ce paragraphe	X	
22	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
23	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
24	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
25	To disclose any part of the record that does not contain information referred to by an exemption / Communication des parties de documents dépourvus de renseignements visés par une exception	X	
26	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
27(1)	To give to third party notice of intent to disclose / Avis aux tiers de l'intention de donner communication	X	X
27(4)	To extend time limit set out in 27(1) / Prorogation de délai visé au paragraphe 27(1)	X	X
28(1)	To decide on disclosure after third party representation and to give notice of decision to third party / Décision quant à la communication de documents, après la présentation des observations du tiers, et donner avis de la décision au tiers	X	X
28(2)	To waive requirement for <u>written</u> representations / Dispenser de l'obligation de faire des observations écrites	X	X
28(4)	To give access unless review of decision is requested / Communication du document, sauf si un recours en révision a été exercé	X	
29(1)	To give notice to applicant and to third party of decision to disclose the record where the Information Commissioner recommends disclosure / Avis au requérant et au tiers de la décision de communiquer les renseignements suite aux recommandations du Commissaire à l'information	X	
33	To advise the Information Commissioner of any third party who received notification or, if the document would have been disclosed, would have received notification / Avis au Commissaire à l'information du nom des tiers à qui il a donné l'avis prévu au paragraphe 27(1) ou à qui il l'aurait donné s'il avait eu l'intention de donner communication du document	X	X
35(2)(b)	To make representations to the Information Commissioner / Droit de présenter des observations au Commissaire à l'information	X	X
37(4)	To give notice to the Information Commissioner that access to a record will be given / Avis au Commissaire à l'information qu'il donnera communication d'un document	X	X
43(1)	To give notice to a third party of application for Court review / Avis au tiers du recours en révision	X	X

ANNEX A

**DELEGATION PURSUANT TO S.73 OF THE ACT
DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI**

Section	Description	ATIP Coordinator	Senior ATIP Advisor
44(2)	To give notice to applicant that third party has applied for Court review / Avis au requérant du recours en révision par le tiers	X	X
52(2)	To request hearing in the National Capital Region / Demande d'audition dans la région de la capitale nationale	X	
52(3)	To request opportunity to make representations <i>ex parte</i> / Demande de présentation d'arguments en l'absence d'une partie	X	
68	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	X
69	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
71(1)	To provide facilities where manuals used by the institution may be inspected by the public / Fournir des installations au public où la consultation de manuels sur les activités de l'institution est possible	X	X
71(2)	To exclude information from manuals referred to in subsection 71(1) / Exclusion des renseignements protégés dans les manuels visés au paragraphe 71(1)	X	X
72(1)	To prepare annual report for submission to Parliament / Préparation du rapport annuel pour soumission au Parlement	X	X
77	To carry out responsibilities conferred on the Head of the institution by regulations made under section 77 which are not included above / Accomplir les attributions visés par règlement, sous cette section, conférés au responsable de l'institution fédérale, qui ne sont pas spécifiés dans la présente délégation	X	



Statistical Report on the *Access to Information Act*

Name of institution: Canadian Air Transport Security Authority

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	15
Outstanding from previous reporting period	3
Total	18
Closed during reporting period	14
Carried over to next reporting period	4

1.2 Sources of requests

Source	Number of Requests
Media	10
Academia	0
Business (private sector)	2
Organization	1
Public	2
Decline to Identify	0
Total	15

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
63	0	0	0	0	0	0	63

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	1	0	0	0	0	0	0	1
Disclosed in part	3	2	3	4	0	0	0	12
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	3	3	4	0	0	0	14

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	1	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	8	18(d)	0	21(1)(a)	5
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	1	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	8	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	5	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	1
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	3		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	1						
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	1	0	0
Disclosed in part	11	1	0
Total	12	1	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	1	1	1
Disclosed in part	1975	1815	12
All exempted	171	0	1
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	1	1	0	0	0	0	0	0	0	0
Disclosed in part	6	149	5	1043	1	623	0	0	0	0
All exempted	0	0	1	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	7	150	6	1043	1	623	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	5	0	0	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	5	0	0	0	5

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	3	2
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	0	3	2

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	0	1
31 to 60 days	0	0	0	0
61 to 120 days	0	0	3	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	0	3	2

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	15	\$75	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	15	\$75	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations
5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	11	210	0	0
Outstanding from the previous reporting period	2	169	0	0
Total	13	379	0	0
Closed during the reporting period	13	0	0	0
Pending at the end of the reporting period	0	379	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	2	0	0	0	0	0	0	2
Disclose in part	5	3	3	0	0	0	0	11
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	7	3	3	0	0	0	0	13

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
2	3	2	7

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*
9.1 Costs

Expenditures		Amount
Salaries		\$120,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$120,000

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.20
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.20

Note: Enter values to two decimal places.

Annex B

New Exemptions Table

Access to Information Act	
Section	Number of requests
16.31 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
23.1 Patent or Trademark privilege	0