



Canadian Air Transport
Security Authority

Administration canadienne
de la sûreté du transport aérien

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

Canadian Air Transport Security Authority

2012-2013





I - INTRODUCTION

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of federal departments and agencies of government. The *Act* responds to the principle that government information should be available to the public with limited exceptions to the right of access and that the disclosure of government information should be evaluated independently of the executive arm of government.

This Annual Report on the Canadian Air Transport Security Authority's administration of the *Access to Information Act* has been prepared in accordance with Section 72(1) and is hereby submitted for tabling in Parliament under Section 72(2) of the *Access to Information Act*.

This is the tenth annual report on the administration of the *Access to Information Act* that CATSA has tabled in Parliament. The previous such reports are available at the "Corporate Publications" section of the CATSA Web site: www.catsa.gc.ca.

II – THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY - MANDATE

Established as a federal Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority's (CATSA) mission is to protect the public by securing critical elements of the air transportation system as assigned by the Government of Canada.

Fully funded by parliamentary appropriations, CATSA is accountable to Parliament through the Minister of Transport, Infrastructure and Communities. CATSA is governed by a board of directors and operations are directed by a senior management team. CATSA currently contracts security screening to third-party contractors.

CATSA's key role in securing Canada's air transportation system is established by the delivery of the following four mandated responsibilities at 89 designated airports across Canada.

1. **Pre-Board Screening (PBS)** - The screening of passengers and their belongings prior to their entry into the secure area of an air terminal building.
2. **Hold Baggage Screening (HBS)**- The screening of passengers' checked (or hold) baggage to prevent the boarding of prohibited items;
3. **Non-Passenger Screening (NPS)** - The random screening of non-passengers accessing restricted areas at Class I and II airports; and
4. **Restricted Area Identity Card (RAIC)** - The program which uses iris and fingerprint biometric identifiers to allow non-passenger access to the restricted areas of airports.



III – IMPLEMENTATION OF THE *ACCESS TO INFORMATION ACT* AT CATSA

Responsibility for processing requests received under the *Access to Information Act* rests with the Manager, Program Coordination, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. The ATIP function is supported by the ATIP Coordinator, a Senior ATIP Advisor and a Privacy Advisor. The ATIP Coordinator reports directly to the Vice – President, Human Resources and Corporate Affairs, who serves as CATSA's Chief Privacy Officer (CPO). The Vice-President reports directly to the President and Chief Executive Officer.

Listed below are CATSA's ATIP responsibilities regarding the *Access to Information Act*.

- receive and process all requests in accordance with the *Act*;
- assist requesters in formulating their requests when required;
- gather all pertinent records and ensure that the search for information is rigorous and complete;
- conduct the initial record review and provide recommendations to the program areas;
- conduct all internal and external consultations;
- consolidate the recommendations;
- apply all discretionary and mandatory exemptions under the *Act*;
- assist the Office of the Information Commissioner (OIC) in all access to information related matters including complaints against the Authority;
- coordinate the annual Info Source update and submission to Treasury Board Secretariat;
- prepare the annual report on the administration of the *Act*;
- provide ongoing advice and guidance to senior management and staff on matters related to the access to information program;
- promote access to information awareness and training sessions to ensure that all staff are aware of the obligations imposed by the legislation;
- respond to consultations received from external organizations;
- develop and maintain access to information policies and guidelines; and,
- participate in ATIP community activities and ATIP community meetings.



IV - DELEGATION OF SIGNING AUTHORITY

In accordance with section 73 of the *Access to Information Act*, a delegation order, signed by CATSA's President and Chief Executive Officer (CEO) designates the person holding the positions of ATIP Coordinator to exercise and perform the ATIP duties on behalf of the organization. The delegation order was issued on January 19, 2012.

The signed and dated delegation order is attached to this report as Annex A.

V- STATISTICAL REPORT INTERPRETATION

In the previous fiscal year, the ATIP office in CATSA carried over eight files which were not received in time to be fully processed. When added to the files received in the period under review, CATSA was responsible for 30 files in 2012/13. This number represents a seven-year low; for example, the Authority processed 112 in 2009/10 and 68 in 2011/12.

It is important to note that the number of ATIP requests treated does not necessarily denote the complexity of the files. In light of the reduced number of requests, CATSA's ATIP office has had the opportunity to enhance internal ATIP procedures. It also continues to enhance awareness of employees' obligations regarding the application of the *Access to Information Act* through information and training sessions.

For this reporting period, 28 files were processed and two files will be carried over to the next fiscal year.

Source of Access to Information Requests

The statistics for new files received in the period under review reveal that the traditional major source, the media, was unchanged. Of the 22 new requests received, 16 originated from the media, 3 from the public and 3 from business.

Disposition of Completed Requests

Of the 28 requests that were completed:

- 4 were fully disclosed;
- 16 were disclosed in part; and
- 8 files could not be processed for various reasons; mainly there were no records to provide, while some requests were abandoned.



Exemptions Invoked

Where access exemptions were invoked, these reasons were cited:

<u>Reason</u>	<u>Number of Cases</u>
Information obtained in confidence	1
Defence of Canada	7
Investigations	3
Security	13
Economic interests of Canada	12
Personal information	11
Third- party commercial information	18
Operations of government	16
Testing/auditing procedures	2
Solicitor/client privilege	1
Statutory Prohibition	1

Extensions

For the 28 requests completed in 2012/13, it was necessary to extend the time frame of 15 requests:

- 7 requests were extended in order to conduct internal consultations; of the 7, four were of 30 days or less, two were of 60 days or less and one was more than 60 days
- 2 files were extended for other government department consultations, one for a period of less than 30 days and one for up to 60 days
- 6 third party consultations required extensions of up to 60 days.

Completion Rate

During the 2012-2013 fiscal year, CATSA's ATIP office completed the 28 requests within the following time frames:

- 17 completed in 0 to 30 days;
- 3 completed in 31 to 60 days;
- 6 completed in 61 to 120 days; and
- 2 completed in 121 days or more.



Consultations Received from Other Government Departments

During this reporting period:

- CATSA received 17 consultations from other government departments, all completed within legislated deadlines.
- No consultation files were carried over from the previous year.
- All consultation files received were completed in the reporting period.

The full Statistical Report on the Administration of the *Access to Information Act* is attached as Annex B.

VI- TRAINING

Over the course of the reporting period, both the ATIP Coordinator and the Senior ATIP Advisor have consistently provided one on one, and group support to employees as well as awareness sessions for new employees. The purpose of these sessions was to provide participants with an overview of the *Access to Information Act*, to promote a better understanding of their obligations according to the *Act* and the administration of the *Act* within CATSA.

Formal group training sessions were organized during the reporting period for members of CATSA. For example, one 45-minute session was given to CATSA's Client Satisfaction group (nine participants), who interact with and support the general public. Two sessions were jointly given to two groups of 15 people being trained in document management. The CATSA ATIP office is in the final stages of preparing a "Lunch and Learn" session to be offered to all staff of the Authority.

The ATIP Coordinator and Senior ATIP Advisor have also participated in several of the Treasury Board Secretariat training and information sessions for ATIP coordinators and practitioners offered throughout the reporting period.

VII- POLICIES, GUIDELINES, PROCEDURES

A new ATIP procedural manual has been completed that provides an overview of the *Act*, as well as documenting the ATIP process at CATSA. Tools and templates have also been prepared to support OPIs in the processing of ATIP requests, (e.g., overview of the steps to complete a request, tips for identifying sensitive information, etc.). The objective of creating and maintaining ATIP policies, guidelines and procedures is the continued improvement of CATSA's treatment of access to information files and the reduction of their processing time.



VIII – COLLABORATION

CATSA is a strong advocate of collaboration, both internally within the organization as well as within the ATIP Community.

CATSA – The ATIP office regularly engages with various internal groups to provide advice, ideas and best practices. One example of this collaboration is how the ATIP office engages representatives from across the organization upon receipt of particularly complex requests. This is implemented as needed in order to reduce, as much as possible, the impact on the daily operations of the Authority.

Transport Canada - Early in the reporting period, CATSA and Transport Canada received similar requests for activities that both organizations perform. Sharing a common concern about the sensitivity of the information requested, CATSA and Transport Canada developed a consistent and common approach to responding to the request. Given the success of this partnership, CATSA looks forward to future opportunities to work together with colleagues in Transport Canada's ATIP office.

ATIP Community - In the preparation of the new procedural manual described in section VII, CATSA's ATIP office reached out to colleagues in several federal departments in order to obtain examples of procedural guidelines. There was also considerable value in participating in the training sessions offered by the Treasury Board Secretariat and in attending quarterly ATIP community meetings. These events provided the ATIP Coordinator and the Senior ATIP Advisor the opportunity to meet and network with other ATIP practitioners enabling a sharing of knowledge and experience.

IX- PRO-ACTIVE DISCLOSURE

Following the recommendations from the Treasury Board Secretariat, CATSA provides summaries of closed access to information files on its external website under "[Pro-Active disclosure](#)". This initiative has proven its value as CATSA has received 15 informal access to information requests for released packages that were previously released. We are pleased to report that 100% of these requests were each completed within less than one week.

X- COMPLAINTS

A total of seven complaints were treated during the past fiscal year; two from 2009/10, four from 2010/11 and one from 2011/12. During this time, the Office of the Information Commissioner (OIC) closed one complaint file deeming the requester's complaint not well founded. The other six complaints await a ruling by the OIC. The reasons for complaints range from the amount of time taken to finish the processing of an ATIP file to the requester's dissatisfaction with the exemptions invoked to withhold information. CATSA's ATIP office places a high priority on the processing and settlement of all complaints and continues to work closely with the OIC investigators. No audits or investigations were initiated or concluded during the reporting period.



ANNEXES

A: Delegation Order

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



Statistical Report on the Access to Information Act

Name of institution: Canadian Air Transport Security Authority

Reporting period: 2012-04-01 to 2013-03-31

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	22
Outstanding from previous reporting period	8
Total	30
Closed during reporting period	28
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	16
Academia	0
Business (Private Sector)	3
Organization	0
Public	3
Total	22

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	0	3	1	0	0	0	0	4
Disclosed in part	4	4	2	5	0	1	0	16
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	2	0	1	1	0	0	5
Treated informally	0	0	0	0	0	0	0	0
Total	7	10	3	6	1	1	0	28

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	6	20.1	0
13(1)(b)	1	16(2)(b)	0	18(b)	4	20.2	0
13(1)(c)	0	16(2)(c)	13	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	2	21(1)(a)	6
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	4
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	4
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	2
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	2
15(1) - Def.*	3	16.2(1)	0	19(1)	11	22.1(1)	0
15(1) - S.A.*	4	16.3	0	20(1)(a)	2	23	1
16(1)(a)(i)	2	16.4(1)(a)	0	20(1)(b)	7	24(1)	1
16(1)(a)(ii)	1	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	4		
16(1)(b)	0	17	0	20(1)(d)	5		
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)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	4	0	0
Disclosed in part	15	1	0
Total	19	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	6	6	4
Disclosed in part	2500	1557	16
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	5

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	4	6	0	0	0	0	0	0	0	0
Disclosed in part	11	280	4	756	1	521	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	5	0	0	0	0	0	0	0	0	0
Total	20	286	4	756	1	521	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	6	0	0	0	6
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	1	3	0	0	4
Total	7	3	0	0	10

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
2	2	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	1	0	1
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	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	1	2

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	2	0	0	0
Disclosed in part	3	0	2	6
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	2	0	0	0
Total	7	0	2	6

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	4	0	1	0
31 to 60 days	2	0	1	6
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	1	0	0	0
Total	7	0	2	6

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	22	\$110	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	22	\$110	0	\$0

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	17	1575	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	17	1575	0	0
Closed during the reporting period	17	1575	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government 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	than 365 days	
Disclose entirely	7	0	0	0	0	0	0	7
Disclose in part	5	2	0	0	0	0	0	7
Exempt entirely	2	0	0	0	0	0	0	2
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
Total	15	2	0	0	0	0	0	17

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	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

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$90,000
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$90,000

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	2.00	2.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.00	2.00	2.00

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Canadian Air Transport Security Authority	15