



Agence spatiale
canadienne

Canadian Space
Agency



ANNUAL REPORT
TO PARLIAMENT
ON THE ADMINISTRATION
OF THE

ACCESS TO
INFORMATION ACT

2010-2011

Canada 

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INTRODUCTION

The *Access to Information Act* became law on July 1, 1983.

The *Access to Information Act* gives Canadian citizens, permanent residents and any person present in Canada, the right of access to information contained in government records, subject to certain specific and limited exceptions.

Section 72 of the *Access to Information Act* require that the head of every government institution prepare for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This report is intended to describe how the Canadian Space Agency administered its responsibilities during the period covered by the report in relation to the Act.

GENERAL INFORMATION

PART I

A. GENERAL INFORMATION – PART I

1) CANADIAN SPACE AGENCY

To better understand the context in which the *Access to Information Act* is implemented, the following presents background information about the Canadian Space Agency.

The Canadian Space Agency reports to the Minister of Industry.

The mandate of the Canadian Space Agency is to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.

The mission of the Canadian Space Agency is as follows:

"The Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity".

To achieve this, the Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

- Pursue excellence collectively;
- Advocate a client-oriented attitude;
- Support employee-oriented practices and open communications;
- Commit to both empowerment and accountability;
- Pledge to cooperate and to work with partners to our mutual benefit.

The Agency brings together most of the existing space programs of the federal government. It coordinates all elements of Canada's Space Program and manages major space-related activities in Canada. The Canadian Space Agency has the expertise to lead knowledge in Canadian specialty fields, and to sponsor, support and encourage the best Canadian companies to make the next steps in space development. More information on the Agency's activities can be found at <http://www.asc-csa.gc.ca>

2) ORGANIZATION FOR THE IMPLEMENTATION OF ATIP ACTIVITIES

The head of our institution pursuant to the *Access to Information Act* is the Minister of Industry. The Minister has delegated certain powers, duties and functions pursuant to the Act to the Director General, Corporate Services and to some officers and employees of the Canadian Space Agency.

Operational responsibility for the implementation of the Act at the Canadian Space Agency has been delegated to the Access to Information and Privacy Coordinator who reports to the Director General, Corporate Services.

The Coordinator manages the ATIP Office. The Coordinator has a close working relationship with Executive Committee members concerning the application of, and compliance with, the Act.

When an Access to Information request is received, the Coordinator consults the appropriate managers and, as required, the Legal Services Directorate, the Privy Council Office, the Treasury Board Information Practices Group or other institutions. When the Coordinator identifies a record as one that should be exempted under the Act, a recommendation to that effect is made to the Director General, Corporate Services.

When a record is identified as exclusion under the *Access to Information Act*, the Coordinator recommends that the Legal Services Directorate consult with the Privy Council Office to confirm that it is an excluded record.

Formal requests made under the Act are carefully documented for reporting purposes and future reference.

The Library at Headquarters in Longueuil makes available to the public the current version of Info Source, as well as departmental publications and manuals as requested under Section 71 of the *Access to Information Act*. The current version of Info Source can also be found at: <http://www.infosource.gc.ca/index-eng.asp>

REPORT ON THE
ACCESS TO INFORMATION ACT
PART II

B. REPORT – ACCESS TO INFORMATION ACT - PART II

1) HIGHLIGHTS

- During this report year, the Canadian Space Agency has received twenty-two requests from across Canada under the *Access to Information Act*. There was one outstanding request from the previous period. Two requests were carried forward to be processed in the next reporting period. There were twenty-one requests processed during the reporting period.
- Out of the twenty-two requests received, nine originated from the media, two were from academia, seven originated from the public and four were from businesses.
- Records were "all disclosed" in 33% of the requests received and completed during this period.
- Records were disclosed in part in 38% of the cases, and in one of the cases nothing was disclosed.
- There were three requests that we were unable to process because no identifiable record existed.
- One request was abandoned by the requester and one request was treated informally.
- Extensions were claimed in five cases for consultation with other departments and in two cases to consult third parties.
- Consultations from other Government Institutions amounted to twenty-four.
- One complaint was lodged during the 2010-2011 reporting year. It was declared not well founded by the Office of the Information Commissioner of Canada.
- During this period, the ATIP Coordinator has organized and delivered thirty-one awareness sessions on handling sensitive documents at the CSA and on the processing of access requests.
- A copy of the Delegation Order is attached at the end of this document.

2) STATISTICS REPORT

The statistics report from the period April 1, 2010 to March 31, 2011 is included at the end of this chapter.

3) INTERPRETATION /EXPLANATION OF THE STATISTICS

a. Requests received

Twenty-two new requests have been received during 2010-2011 and there was one request that was outstanding from the previous period. Twenty-one were processed and two have been carried forward to be processed in the next reporting period.

b. Sources of requests received

These are broken down as per their source as follows:

	Number	Percentage
Media	9	41 %
Academia	2	9 %
Business	4	18 %
Public	7	32 %
	<hr/> 22	<hr/> 100 %

These are broken down by province as follows:

	Number	Percentage
Alberta	1	5 %
Ontario	9	41 %
Quebec	12	54 %
	<hr/> 22	<hr/> 100 %

4) **DISPOSITION OF REQUESTS**

a. **Transfers**

Since no other federal institutions were considered to be affected by any requests during this period, none were transferred.

b. **Abandoned**

There was one request abandoned by the applicant.

c. **Unable to proceed**

We were unable to process three requests because no identifiable record existed.

d. **Completion time**

The completion time can be summarized as follows:

	Number	Percentage
30 days or under	14	67 %
31 to 60 days	5	24 %
61 to 120 days	2	9 %
	<hr/> 21	<hr/> 100 %

e. **Extensions**

Extensions were requested in five cases for consultation with other departments and in two cases for consultation with third parties.

f. **Release and method of access**

Access was given by providing copies to requesters in fifteen cases.

5) FEE WAIVERS

The ATIP Coordinator determines, on a case-by-case basis the fee to be charged for an extensive or complex request.

During the period covered by this report, there was no occasion for the ATIP Office to recommend that the Director General, Corporate Services waive the requirement to pay fees other than the application fees.

6) INFORMAL REQUESTS

During the reporting period, one request was treated informally.

The ATIP Office considers informal any requests that are for material already released in response to previous access to information requests, as well as documents that are already available to the public.

7) CONSULTATIONS FROM OTHER FEDERAL INSTITUTIONS

Twenty-four consultation requests were received under the *Access to Information Act* from other federal institutions during this reporting period. These requests are always given priority within the time constraints that apply to each of them.

8) EXCEPTIONS AND EXCLUSIONS

During the period covered by this report, none of the records prepared in response to requests were subject to Section 69 of the Act.

9) COSTS

The cost of administering the *Access to Information Act* is estimated at \$80 000 for the reporting period. This cost represents a portion of the salary of the ATIP Coordinator and management overhead. It also includes a small amount to cover office supplies. This estimate covers the direct processing of requests and related correspondence with different levels of government and industry.

It does not include the time of the Executive Committee members, directors and managers or legal counsel consulted about requests. Some requests require consultation with various officers to decide how the requested information can be extracted, and with the applicant to determine exactly what information is requested. It does not include the cost of time spent in searching for records.

10) COMPLAINTS / INVESTIGATIONS

One complaint was filed with the Office of the Information Commissioner during the year 2010-2011. It was determined that it was not well founded.

11) AWARENESS SESSIONS

In addition to the management of Access requests, the ATIP Coordinator provides advice and guidance to CSA employees on compliance with the legislation. This is done by means of weekly information sessions on ATI request processing and on the handling of sensitive documents at CSA. The employees attend these sessions as needed. Thirty-one formal sessions took place and forty-three employees attended.

12) POLICIES AND PROCEDURES

The CSA policies and procedures for *the Access to Information Act*, including Section 67.1, are accessible on the Agency's Intranet.

STATISTICS REPORT

ACCESS TO INFORMATION ACT

APRIL 1, 2010 TO MARCH 31, 2011



REPORT ON THE ACCESS TO INFORMATION ACT / RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution / Agence spatiale canadienne / Canadian Space Agency				Reporting period / Période visée par le rapport / 2010-2011	
Source	Media / Médias / 9	Academia / Secteur universitaire / 2	Business / Secteur commercial / 4	Organization / Organisme / 0	Public / 7

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information

Received during reporting period / Reçues pendant la période visée par le rapport	22
Outstanding from previous period / En suspens depuis la période antérieure	1
TOTAL	23
Completed during reporting period / Traitées pendant la période visées par le rapport	21
Carried forward / Reportées	2

II Disposition of requests completed / Disposition à l'égard des demandes traitées

1. All disclosed / Communication totale	7	6. Unable to process / Traitement impossible	3
2. Disclosed in part / Communication partielle	8	7. Abandoned by applicant / Abandon de la demande	1
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	1
4. Nothing disclosed (exempt) / Aucune communication (exemption)	1	TOTAL	21
5. Transferred / Transmission	0		

III Exemptions invoked / Exceptions invoquées

S. Art. 13(1)(a)	1	S. Art. 16(1)(a)	0	S. Art. 18(b)	1	S. Art. 21(1)(a)	3
(b)	1	(b)	0	(c)	0	(b)	1
(c)	0	(c)	0	(d)	1	(c)	2
(d)	0	(d)	0	S. Art. 19(1)	9	(d)	0
S. Art. 14	0	S. Art. 16(2)	3	S. Art. 20(1)(a)	0	S. Art. 22	1
S. 15(1) International rel. / Relations intern.	1	S. Art. 16(3)	0	(b)	3	S. Art. 23	1
Defence / Défense	0	S. Art. 17	0	(c)	5	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	1	(d)	2	S. Art. 26	0

IV Exclusions cited / Exclusions citées

S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	14
31 to 60 days / De 31 à 60 jours	5
61 to 120 days / De 61 à 120 jours	2
121 days or over / 121 jours ou plus	0

VI Extensions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	5	0
Third party / Tiers	1	1
TOTAL	6	1

VII Translations / Traduction

Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	15
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Fees / Frais

Net fees collected / Frais net perçus			
Application fees / Frais de la demande	100.00	Preparation / Préparation	0
Reproduction	0	Computer processing / Traitement informatique	0
Searching / Recherche	0	TOTAL	100.00
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins	0	0	\$ 0
Over \$25.00 / De plus de 25 \$	0	0	\$ 0

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 79480.
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 520.
TOTAL	\$ 80000.
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	.80



DELEGATION ORDER

Access to Information Act / Loi sur l'accès à l'information

CANADIAN SPACE AGENCY

Access to Information
Delegation Order

I, the undersigned, Tony Clement, Minister of Industry, in my capacity as head of the Canadian Space Agency for the purposes of the Access to Information Act and pursuant to section 73 of the Act, hereby designate the persons holding the positions set out in the schedule attached hereto, to exercise the powers and perform the duties and functions of the head of a government institution, under the sections of the *Act* set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

AGENCE SPATIALE CANADIENNE

Décret de délégation en vertu de l'accès à l'information

En vertu de l'article 73 de la *Loi sur l'accès à l'information*, je, soussigné, Tony Clement, ministre de l'Industrie, en ma qualité de responsable de l'Agence spatiale canadienne pour l'application de la *Loi sur l'accès à l'information*, délègue, par la présente, aux titulaires des postes mentionnés à l'annexe ci-jointe, les attributions dont le responsable d'une institution fédérale est investi par les articles de la *Loi* mentionnés dans la liste en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

And I have signed in _____, this 1 day of 02, 2011

Et j'ai signé à _____, ce ___ jour de _____, _____



Tony Clement

Minister of Industry
Ministre de l'Industrie

Schedule to the Delegation Order

Sections of the Act	Powers, Duties or Functions	Director General, Corporate Services	Manager Information Management	ATIP Coordinator
4(2.1)	Responsibility of government institutions	✓	✓	✓
7(a)	Notice when access requested	✓	✓	
7(b)	Giving access to record	✓	✓	
8(1)	Transfer of request to another government institution	✓	✓	✓
9	Extension of time limits	✓	✓	✓
11(2), (3), (4), (5), (6)	Additional fees	✓	✓	✓
12(2)(b)	Language of access	✓	✓	✓
12(3)(b)	Access in an alternative format	✓	✓	✓
13	Exemption - Information obtained in confidence	✓	✓	
14	Exemption - Federal-provincial affairs	✓	✓	
15	Exemption - International affairs and defence	✓	✓	
16	Exemption - Law enforcement and investigations	✓	✓	
16.5	Exemption - Public Servants Disclosure Protection Act	✓	✓	
17	Exemption - Safety of individuals	✓	✓	
18	Exemption - Economic interests of Canada	✓	✓	
19	Exemption - Personal information	✓	✓	
20	Exemption - Third-party information	✓	✓	

21	Exemption - Operations of Government	✓	✓	
22	Exemption - Testing procedures, tests and audits	✓	✓	
22.1	Exemption - Audit working papers and draft audit reports	✓	✓	
23	Exemption - Solicitor-client privilege	✓	✓	
24	Exemption - Statutory prohibitions	✓	✓	
25	Severability	✓	✓	✓
26	Exception - Information to be published	✓	✓	✓
27(1), (4)	Third-party notification	✓	✓	✓
28(1)(b), (2), (4)	Third-party notification	✓	✓	
29(1)	Where the Information Commissioner recommends disclosure	✓	✓	
33	Advising Information Commissioner of third-party involvement	✓	✓	
35(2)(b)	Right to make representations	✓	✓	
37(4)	Access to be given to complainant	✓	✓	
43(1)	Notice to third party (application to Federal Court for review)	✓	✓	✓
44(2)	Notice to applicant (application to Federal Court by third party)	✓	✓	✓
52(2)(b), (3)	Special rules for hearings	✓	✓	
71(1)	Facilities for inspection of manuals	✓	✓	✓
72	Annual report to Parliament	✓	✓	✓

Access to Information Regulations				
6(1)	Transfer of request	✓	✓	✓
7(2)	Search and preparation fees	✓	✓	✓
7(3)	Production and programming fees	✓	✓	✓
8	Providing access to record(s)	✓	✓	✓
8.1	Limitations in respect of format	✓	✓	✓