



Agence spatiale
canadienne

Canadian Space
Agency



ANNUAL REPORT
TO PARLIAMENT
ON THE ADMINISTRATION
OF THE

ACCESS TO
INFORMATION ACT

2011-2012

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 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 requests under the *Access to Information Act*. There were three outstanding requests from the previous period. One request was carried forward to be processed in the next reporting period. There were twenty-two requests processed during the reporting period.
- Out of the twenty requests received, seven originated from the media, one was from an organization, nine originated from the public and three were from businesses.
- Records were "all disclosed" in 41% of the requests received and completed during this period.
- Records were disclosed in part in 32% of the cases.
- There were two requests that we were unable to process because no identifiable record existed.
- One request was abandoned by the requester and three requests were treated informally.
- Extensions were claimed in four cases for consultation with other departments, in one case for interference with operations and in two cases to consult third parties.
- Consultations from other Government Institutions amounted to seven.
- One complaint was lodged during the 2011-2012 reporting year. It was still not resolved at the end of this reporting period.
- During this period, the ATIP Coordinator has organized and delivered twenty-six 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, 2011 to March 31, 2012 is included at the end of this chapter.

3) INTERPRETATION /EXPLANATION OF THE STATISTICS

a. Requests received

Twenty new requests have been received during 2011-2012 and there were three requests that were outstanding from the previous period. Twenty-two were processed and one has 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	7	35 %
Business	3	15 %
Organization	1	5 %
Public	9	45 %
	<hr/> 20	<hr/> 100 %

These are broken down by province as follows:

	Number	Percentage
Ontario	12	60 %
Quebec	8	40 %
	<hr/> 20	<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 two requests because no identifiable record existed.

d. Completion time

The completion time can be summarized as follows:

	Number	Percentage
30 days or under	19	86 %
61 to 120 days	2	9 %
More than 365 days	1	5 %
	<hr/> 22	<hr/> 100 %

e. Extensions

Extensions were requested in four cases for consultation with other departments, in two cases for consultation with third parties and in one case for interference with operations.

f. Release and method of access

Access was given by providing copies to requesters in fifteen cases and one in electronic format. For these 16 requests, 10040 pages were processed and 7973 were all or partially disclosed.

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 were four occasions for the ATIP Office to recommend that the Director General, Corporate Services waive the requirement to pay the application fees.

6) INFORMAL REQUESTS

During the reporting period, three requests were 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

Seven 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. All seven consultation requests were treated in less than 15 days.

8) EXCEPTIONS AND EXCLUSIONS

During the period covered by this report, in one case, a record prepared in response to a request was subject to Section 69 of the Act.

9) COSTS

The cost of administering the *Access to Information Act* is estimated at \$69 500 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 2011-2012. It was not resolved at the end of this reporting period.

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. Twenty-six formal sessions took place and thirty employees attended. ATIP policies and procedures are also included as part of a compulsory Information Management training to all CSA employees. A communiqué that contains access to information tips was sent to all employees. More are being developed for the next reporting year.

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. The *Policy and Procedures on Violations of Section 67.1 of the Access to information Act* was revised and updated during the reporting period.

STATISTICS REPORT

ACCESS TO INFORMATION ACT

APRIL 1, 2011 TO MARCH 31, 2012



Statistical Report on the Access to Information Act

Name of institution: Canadian Space Agency

Reporting period: 4/1/2011 to 3/31/2012

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	20
Outstanding from previous reporting period	3
Total	23
Closed during reporting period	22
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	7
Academia	0
Business (Private Sector)	3
Organization	1
Public	9
Total	20

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	6	3	0	0	0	0	0	9
Disclosed in part	0	4	0	2	0	0	1	7
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Treated informally	3	0	0	0	0	0	0	3
Total	12	7	0	2	0	0	1	22

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	2	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	2	16(2)(b)	0	18(b)	3	20.2	0
13(1)(c)	0	16(2)(c)	1	18(c)	1	20.4	0
13(1)(d)	0	16(3)	0	18(d)	2	21(1)(a)	5
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	3
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)	0
15(1) - I.A.*	1	16.1(1)(d)	0	18.1(1)(d)	0	22	3
15(1) - Def.*	0	16.2(1)	0	19(1)	6	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	1	23	2
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	4	24(1)	2
16(1)(a)(ii)	0	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)	3		
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)	1	69(1)(g) re (a)	1
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)	1
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)	1
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	9	0	0
Disclosed in part	6	1	0
Total	15	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	270	270	9
Disclosed in part	9770	7703	7
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1

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	8	139	1	131	0	0	0	0	0	0
Disclosed in part	1	64	2	192	0	0	4	7447	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	1	0	0	0	0	0	0	0	0	0
Total	10	203	3	323	0	0	4	7447	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	2	0	7
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	5	0	2	0	7

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
1	0	1	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	1	1
Total	0	1	1

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	1	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	1	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	1	1
31 to 60 days	0	1	2	1
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	0	0	0	0
Total	1	1	3	2

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	18	\$90	4	\$20
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	18	\$90	4	\$20

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	7	344	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	7	344	0	0
Closed during the reporting period	7	344	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	5	0	0	0	0	0	0	5
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	1	0	0	0	0	0	0	1
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	0	0	0	0	0	0	7

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		\$67,922
Overtime		\$195
Goods and Services		\$1,307
• Professional services contracts	\$0	
• Other	\$1,307	
Total		\$69,424

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.85	0.00	0.85
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	0.85	0.00	0.85

DELEGATION ORDER

ACCESS TO INFORMATION ACT

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

CANADIAN SPACE AGENCY

Access to Information
Delegation Order

I, the undersigned, Christian Paradis, 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, Christian Paradis, 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 ____ day of _____, _____

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



Christian Paradis

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	✓	✓	✓