



Canadian Air Transport Administration canadienne
Security Authority de la sûreté du transport aérien

**Canadian Air Transport
Security Authority**

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

2010 - 2011

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*.

Established as a federal Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority (CATSA) is charged with protecting the public through the effective and efficient screening of air travellers and their baggage. CATSA's goal is to provide a professional, effective and consistent level of security service across the country, at or above the standards set by Transport Canada. It is also responsible for air transport security functions that the Minister may assign to it, subject to any terms and conditions that the Minister may establish.

CATSA is responsible for the provision of security in four areas of aviation security: Pre-Board Screening (PBS); Hold-Baggage Screening (HBS), Non-Passenger Screening (NPS) and Restricted Area Identity Card (RAIC).

While CATSA currently contracts security screening to third-party contractors, it is also responsible for the following activities:

- Purchase, deployment and maintenance of PBS and HBS equipment at 89 designated airports across the country;
- Oversight of screening operations at PBS, HBS and NPS screening checkpoints
- Training, testing and certification of Screening Officers; and
- Deploying and maintaining the RAIC program.

II - DELEGATION OF SIGNING AUTHORITY

Responsibility for processing requests received under the *Access to Information Act* rests with the Director, Strategy, who is also the organization's Access to Information

and Privacy (ATIP) Coordinator. The ATIP Unit is comprised of three positions: one coordinator, one manager, and one senior advisor. The ATIP Coordinator reports to the President and Chief Executive Officer and is responsible for supervising the work and quality of documents released by CATSA.

The signed and dated Delegation Order is attached to this report as Annex A.

This is the eighth 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.

III - STATISTICAL REPORT INTERPRETATION

In 2010/11, CATSA received 73 *Access to Information Act* requests, fewer than the 109 of the previous year but still reflecting an upward trend from two years ago when only 39 requests were submitted. When combined with the 18 requests carried over from 2009/10, CATSA was, therefore, responsible for the processing of 91 requests during this reporting period.

Eighty-two (82) requests were completed by March 31, 2011, and nine were carried forward into fiscal year 2011/12.

Fifty-six (56) requests were from the media, six were from business, one was from an organization, two were from academia and eight were from the public.

Of the 82 requests that were completed, full disclosure was provided in 11 cases, partial disclosure was provided in 45 cases and nothing was disclosed in two cases. In all cases where disclosure was made, copies were provided. Besides this, CATSA was unable to process 24 requests for various reasons, mainly cases where there were no records and some requests were abandoned.

Where access was denied, these reasons were cited:

<u>Reason</u>	<u>Number of Cases</u>
• international relations/defence	3
• investigations	1
• security	28
• personal information	21

- third- party commercial information 26
- operations of government 29
- testing procedures 3
- solicitor/client privilege 4
- statutory prohibitions 27
- cabinet confidences 1

For the 82 requests completed in 2010/11, it was necessary to extend the time frame of 18 requests in order to conduct internal consultations; on ten occasions, the length of those extensions was for more than 30 days. It was also necessary to extend the time frame of nine requests in order to conduct external consultations; on three of those occasions, the length of those extensions exceeded 31 days. An extension of more than 31 days was needed for a third- party consultation.

Thirty-two requests were completed in 30 days or less; 20 took between 31 and 60 days; 24 took between 62 and 126 days and six requests were completed after 121 days. During 2010/11, we received 15 consultations from other government departments with one file carried over from the previous fiscal year. Of the 16 requests, 11 were completed within 15 days, three were completed within 30 days and one was closed within 60 days. One consultation file was carried over into 2011/12.

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

IV- TRAINING

Over the course of the year, the Senior ATIP Advisor has consistently provided one on one support to employees in order to clarify the Corporation's expectations with regard to Access to Information and support them in their implementation of the *Act*. In addition, awareness raising initiatives are part of new employees' information sessions. No other formal training exercises were undertaken during the period covered by this report.

V - POLICIES, GUIDELINES, PROCEDURES

While no new guidelines, policies or procedures were initiated in 2010/11, CATSA has modified its access team and has hired an experienced Senior ATIP Advisor whose main focus has been on improving CATSA's treatment of Access to Information files and reduce its processing time.

VI - COMPLAINTS

In last year's report, it was noted that one requester had lodged 39 complaints with the Information Commissioner about various aspects of the processing of his requests. The same requester has submitted further complaints on a number of the same files and CATSA is awaiting the appointment by the Information Commissioner of investigators to address the latest complaints.

ANNEXES

A: Delegation Order

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