



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

Canadian Air Transport Security Authority

2022 - 2023





I - INTRODUCTION

The purpose of the *Access to Information Act*, (“the *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 (CATSA) administration of the *Act* has been prepared in accordance with Section 94(1) and is hereby submitted for tabling in Parliament under Section 94(2) of the *Act*.

This is CATSA’s 20th Annual Report and this fiscal year marks the 20th anniversary of the establishment of the Canadian Air Transport Security Authority. Over the last 20 years, a tremendous amount of work has gone into developing new programs and initiatives to ensure CATSA continuously delivers the highest level of air transportation security for Canada.

Previous such reports are available under the “Reports and Summaries” heading of the “Privacy” page on the www.catsa.gc.ca website.

II - THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY - MANDATE

Established as an agent Crown Corporation on April 1, 2002, CATSA’s mandate 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. CATSA is governed by a Board of Directors. Operations are directed by a senior management team. CATSA currently contracts security screening to third-party contractors.

CATSA delivers on its mandate of securing Canada’s air transportation system by conducting the following activities across 89 of Canada’s designated airports:

- **Pre-Board Screening (PBS)** - The screening of passengers and their belongings prior to their entry into the secure area of an air terminal building;
- **Hold Baggage Screening (HBS)** - The screening of passengers’ checked (or hold) baggage to prevent the boarding of prohibited items;
- **Non-Passenger Screening (NPS)** - The random screening of non-passengers accessing restricted areas; and



- **Restricted Area Identity Card (RAIC)** - The program that uses iris and fingerprint biometric identifiers to allow non-passenger access to the restricted areas of airports.

Under an agreement concluded with Transport Canada in 2010, CATSA has the authorization to conduct screening of cargo at smaller airports if there is capacity to do so. Each of these activities is carried out effectively, efficiently, consistently, and in the public interest, as required by the *CATSA Act*.

IMPLEMENTATION OF THE *ACCESS TO INFORMATION ACT* AT CATSA

Responsibility for processing requests received under the *Act* rests with the Manager, Privacy and ATIP, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. A Senior ATIP Advisor supports the ATIP Coordinator in processing requests under the *Act*.

The ATIP Coordinator reports directly to the General Manager, Corporate Security, Facilities, and Information Management. The Vice-President, Corporate Services and Corporate Secretary serves as CATSA's Chief Privacy Officer (CPO). The CPO reports directly to the President and Chief Executive Officer.

CATSA's ATIP Office responsibilities regarding the *Act* are as follows:

- 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 and 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 CATSA;
- prepare annual reports on the administration of the *Act*;
- provide ongoing advice and guidance to senior management and staff on matters related to access to information;
- 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.

III - DELEGATION OF SIGNING AUTHORITY

In accordance with section 95(1) of the *Act*, a delegation order, signed by CATSA's President and Chief Executive Officer (CEO) designates the person holding the position of ATIP Coordinator to exercise and perform the access to information duties on behalf of the organization. CATSA welcomed a new President and CEO, Nada Semaan on April 3, 2023. A new delegation order was issued on July 27, 2023.

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

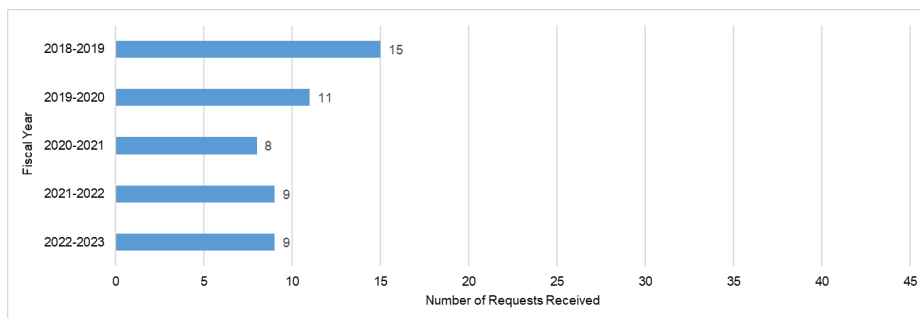
IV - STATISTICAL REPORT INTERPRETATION

Access to Information Act Requests Received and Completed

During the fiscal year of 2022-2023, CATSA received nine *Act* requests, an increase of one from the eight requests received in the previous fiscal year. This represents a 12% increase. There were two files carried over from 2021-2022. In total, CATSA was responsible for 11 files in 2022-2023.

For this fiscal year, of the 10 files completed, CATSA processed 989 pages, an average of 90 pages per completed request. The amount of pages processed has significantly decreased over the previous fiscal year.

Chart I: Annual Formal Requests Received





During this fiscal year, CATSA received eight informal¹ *Act* requests for information that was previously released. This reflects an increase of seven and represents a significant increase compared to the previous fiscal year. CATSA is pleased to report that on average, informal requests are completed within 15 days after they are received. CATSA continues to strive for the pro-active release of information on closed *Act* files.

Completion Time

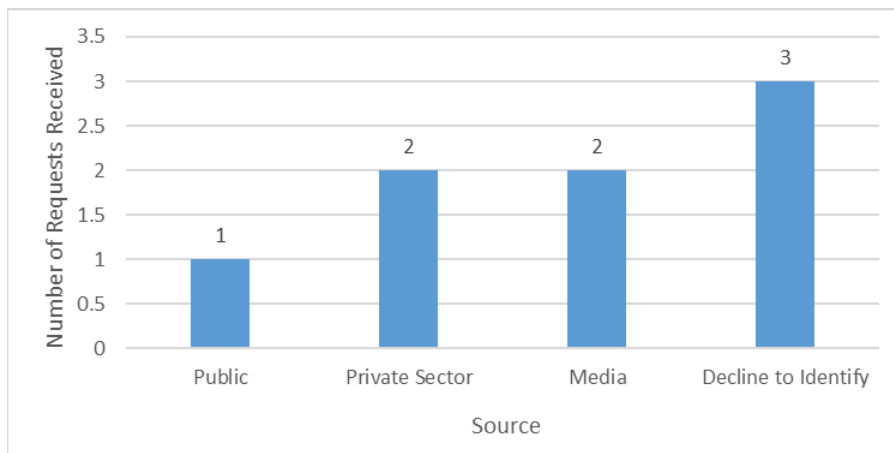
Of the 11 *Act* requests completed during the 2022-2023 fiscal year:

- 8 completed within 30 days or less;
- 1 completed in 31 to 60 days; and
- 2 completed in 121 to 180 days.

Source of Access to Information Act Requests

Of the nine new requests, two requests (22%) came from the private sector, another two (22%) came from the media, and only one (11%) was from the public. The requesters declined to identify in the remaining three (33%) requests.

Chart II: Source of Access to Information Act Requests



Disposition of Completed Access to Information Act Requests

The 11 completed requests consisted of:

- 6 files (55%) were disclosed in part;

¹ Informal requests are defined as previously released *Access to Information Act* request packages.



- 4 files were all disclosed; and
 - 1 file had no records.
- For all requests that were disclosed, the records were released electronically.

Exemptions Invoked

Where Access exemptions were invoked, these reasons were cited:

<u>Reason</u>		<u>Number of Cases</u>
International affairs	S. 15	1
Security	S. 16	6
Personal information	S. 19	3
Third Party Information	S. 20	2
Legal advise	S. 23	2
Statutory Legislation	S. 24	1

Extensions

Of the 11 *Act* requests completed in 2022-2023, only three necessitated an extension. Of the three requests that were extended, two extensions were taken due to the potential for interference with the operation of the Organization and were for a period of 61 to 120 days.

For the third extension, consultation with another government department was required. An extension was taken for a period of 31 to 60 days to complete the review and processing of the file.



Consultations Received from Other Government Departments

During 2022-2023, CATSA received eight consultations from Transport Canada and all were completed within the agreed timelines, i.e., 30 days or less. At the end of the fiscal year, there were no files pending or incomplete.

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

V – TRAINING AND AWARENESS

The team responsible for Privacy and ATIP offers ATIP orientation training to all new employees. In 2022-2023, 53 employees received this orientation training.

In addition, one-on-one ATIP support is provided to employees, as needed, to clarify the Authority's expectations with regard to the implementation of the *Act*.

VI - POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

CATSA's ATIP manual provides a detailed view of CATSA's ATIP processes. The CATSA ATIP Office continues to keep the manual current with the most recent practices as offered by the Treasury Board Secretariat in their training and information sessions. The objective of this ATIP manual is to ensure continued improvement to the treatment of CATSA's access to information files and ongoing focus on the reduction of their processing time.

VII – SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

CATSA received one new *Act* complaint during the reporting period. We await further direction and discussion with the OIC to quickly resolve this complaint. CATSA's ATIP Office places a high priority on the processing and settlement of all complaints and will continue to work closely with OIC investigators on remaining compliant.

The OIC has not conducted any audits in relation to CATSA's obligations under the *Act* during the reporting period.

VIII – MONITORING COMPLIANCE

There are two employees that are directly involved in the processing of Access to Information requests. While there is no formal monitoring procedure to oversee the time taken to complete the requests presently, the upcoming fiscal year will provide an opportunity to fine tune our policies and procedures to further strengthen compliance.



The ATIP Coordinator meets with the Senior ATIP Advisor on a weekly basis to discuss the progress of all *Act* files.

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. Regularly engaging with representatives from across the organization naturally allows a better understanding of issues and activities that are occurring operationally, and what may impact or be of interest as a whole.

Transport Canada - CATSA and Transport Canada work closely to ensure that any similar requests for activities that both organizations perform are treated consistently. CATSA continues to look forward to future opportunities to work together with colleagues in Transport Canada's ATIP Office.

ATIP Community – CATSA's ATIP Office regularly engages with other Crown corporation ATIP offices, which has considerable value. The ability to collaborate with other Crown corporation's ATIP office allows for an opportunity to seek out advice on common issues unique to these institutions. Treasury Board Secretariat quarterly ATIP community meetings provided the ATIP Coordinator and the Senior ATIP Advisor the opportunity to exchange knowledge and experiences with all members of the community.

ANNEXES

Annex A: Delegation Order – *Access to Information Act*

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

Annex C: Supplemental Statistical Report on *Access to Information Act* and the *Privacy Act*



Canadian Air Transport
Security Authority

Administration canadienne
de la sûreté du transport aérien

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Access to Information Act
Delegation of Authority

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

I, Nada Semaan, President and CEO of CATSA, pursuant to subsection 95(1) 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, Nada Semaan, Présidente et Chef de la direction de l'Administration canadienne de la sûreté du transport aérien, en vertu du paragraphe 95(1) 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.

Nada Semaan

President and Chief Executive Officer Canadian Air Transport Security Authority /
Présidente 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

27 day of July 2023
jour de 2023



ANNEXE A / SCHEDULE 'A'

DELEGATION PURSUANT TO SUBSECTION 95 (1) OF THE ACT DÉLÉGATION EN VERTU DU PARAGRAPHE 95 (1) DE LA LOI

Section	Description	ATIP Coordinator/ Coordonnateur d'AIPRP	Senior ATIP Advisor/ Conseiller principal d'AIPRP
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	



Section	Description	ATIP Coordinator/ Coordonnateur d'AIPRP	Senior ATIP Advisor/ Conseiller principal d'AIPRP
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
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	X	X



Section	Description	ATIP Coordinator/ Coordonnateur d'AIPRP	Senior ATIP Advisor/ Conseiller principal d'AIPRP
	communication du document		
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
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: 4/1/2022 to 3/31/2023

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

1.1 Number of requests

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		11
Closed during reporting period		11
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	2
Organization	1
Public	1
Decline to Identify	3
Total	9

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	5
Mail	4
In person	0
Phone	0
Fax	0
Total	9

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released
2	111	6	2458	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	4	0	0	0	0	0	4
Disclosed in part	0	3	1	0	2	0	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	7	1	0	2	0	0	11

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	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)	5	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	1	18.1(1)(c)	0	21(1)(d)	0
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)	3	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	1
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	10	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
989	904	10

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	1	1	0	2
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	1	1	0	2

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	8
Percentage of requests closed within legislated timelines (%)	72.72727273

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
3	2	1	0	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	1	1
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	1	1
More than 365 days	0	0	0
Total	0	3	3

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	2	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	2	0	1	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	1	0
61 to 120 days	2	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	2	0	1	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	9	\$45.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	9	\$45.00	0	\$0.00	0	\$0.00

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
1	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	3	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$122,400
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$122,400

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.200
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.200

Note: Enter values to three decimal places.

Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Name of institution: Canadian Air Transport Security Authority

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	1
Received in 2021-2022	0
Received in 2020-2021	0

Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	1
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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