



Agence spatiale  
canadienne

Canadian Space  
Agency



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ANNUAL REPORT  
TO PARLIAMENT  
ON THE ADMINISTRATION  
OF THE

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ACCESS TO  
INFORMATION ACT

2012-2013

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Canada 

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## **INTRODUCTION**

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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* requires that the head of every government institution prepares 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 (CSA) administered its responsibilities during the period covered by the report in relation to the Act.

**GENERAL INFORMATION**

**PART I**

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## A. GENERAL INFORMATION – PART I

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### 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 Agency promotes an environment where all levels of the organization:

- pursue excellence collectively;
- advocate a client-oriented attitude;
- support employee-oriented practices and open communications;
- commit itself 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 ACCESS TO INFORMATION 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 (ATIP) Coordinator who reports to the Director General, Corporate Services.

The Coordinator manages the Access to Information and Privacy 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**

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## B. REPORT – ACCESS TO INFORMATION ACT - PART II

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### 1) HIGHLIGHTS

- During this report year, the Canadian Space Agency has received twenty-three requests under the *Access to Information Act*. There was one outstanding request from the previous period. Six requests were carried forward to be processed in the next reporting period. There were eighteen requests processed during the reporting period.
- Out of the twenty-three requests received, six originated from the media, twelve were from the public, two originated from academia and three were from businesses.
- Records were all disclosed in 11% of the requests received and completed during this period.
- Records were disclosed in part in 22% of the cases and all exempted in 22% of the cases.
- There were six requests that we were unable to process because no identifiable record existed.
- Four requests were abandoned by the requesters.
- Extensions were claimed in five cases for consultation with other departments, in one case for interference with operations and in five cases to consult third parties.
- Consultations from other Government Institutions amounted to thirty-two, two of which were pending at the end of the reporting period.
- One complaint lodged during the 2011-2012 reporting year was resolved and found to be “well founded - without recommendations” during this reporting period.
- During this period, the ATIP Coordinator has organized and delivered nineteen 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, 2012 to March 31, 2013 is included at the end of this chapter.

**3) INTERPRETATION /EXPLANATION OF THE STATISTICS**

**a. Requests received**

Twenty-three new requests have been received during 2012-2013 and there was one request that was outstanding from the previous period. Eighteen were processed and six 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:

	<b>Number</b>	<b>Percentage</b>
Media	6	26 %
Business	3	13 %
Academia	2	9 %
Public	12	52 %
	<hr/> 23	<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 were four requests abandoned by the applicants.

**c. Unable to proceed**

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

**d. Completion time**

The completion time can be summarized as follows:

	<b>Number</b>	<b>Percentage</b>
30 days or under	13	72 %
31 to 60 days	1	5.5 %
61 to 120 days	1	5.5 %
181 to 365 days	3	17 %
	<hr/>	<hr/>
	18	100 %

**e. Extensions**

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

**f. Release and method of access**

Access was given by providing copies to requesters in four cases and two in electronic format. For the twelve requests that were all disclosed (2), disclosed in part (4), all exempted (2) and abandoned (4), 30,404 pages were processed and 7,340 were entirely 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, no 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**

Thirty-two consultation requests were received under the *Access to Information Act* from other federal institutions during this reporting period. Two of these requests have reported to be completed in the next reporting period. These requests are always given priority within the time constraints that apply to each of them. Each of these thirty consultation requests were treated in less than 30 days.

**8) EXCEPTIONS AND EXCLUSIONS**

During the period covered by this report, no 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 \$78,748 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 lodged during the 2011-2012 reporting year was resolved and found to be "well founded - without recommendations" during 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 access to information request processing and on the handling of sensitive documents at CSA. The employees attend these sessions as needed. Nineteen 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.

**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. There was no update to these documents this year.

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**STATISTICS REPORT**

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***ACCESS TO INFORMATION ACT***

**APRIL 1, 2012 TO MARCH 31, 2013**

## Statistical Report on the *Access to Information Act*

Name of institution: Canadian Space Agency

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	23
Outstanding from previous reporting period	1
<b>Total</b>	<b>24</b>
Closed during reporting period	18
Carried over to next reporting period	6

#### 1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	2
Business (Private Sector)	3
Organization	0
Public	12
<b>Total</b>	<b>23</b>

### 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	2	0	0	0	0	0	0	2
Disclosed in part	1	1	0	1	0	1	0	4
All exempted	0	0	1	0	0	1	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	6	0	0	0	0	0	0	6
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	1	0	0	0	1	0	4
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>18</b>

## 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)	0	20.1	0
13(1)(b)	1	16(2)(b)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(c)	2	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	2
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	2	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	2	23	1
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	3	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)	3		
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)	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	2	0	0
Disclosed in part	2	2	0
<b>Total</b>	<b>4</b>	<b>2</b>	<b>0</b>

## 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	22	22	2
Disclosed in part	7318	7318	4
All exempted	164	0	2
All excluded	0	0	0
Request abandoned	22900	0	4

## 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	2	22	0	0	0	0	0	0	0	0
Disclosed in part	1	60	0	0	1	747	1	1257	1	5254
All exempted	1	0	1	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	2	0	0	0	1	0	1	0
<b>Total</b>	<b>4</b>	<b>82</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>747</b>	<b>2</b>	<b>1257</b>	<b>2</b>	<b>5254</b>

## 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	3	0	0	0	3
All exempted	2	0	1	0	3
All excluded	0	0	0	0	0
Abandoned	2	1	0	0	3
<b>Total</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>9</b>

## 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
3	0	3	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	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>3</b>	<b>3</b>

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	0	0	2	2
All exempted	0	1	1	2
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	0	1	1
<b>Total</b>	1	1	4	5

### 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	0	0	0	1
31 to 60 days	0	1	2	2
61 to 120 days	0	0	1	2
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	1	0	1	0
<b>Total</b>	1	1	4	5



**PART 4 – Fees**

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	19	\$95	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
<b>Total</b>	19	\$95	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	32	1667	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	32	1667	0	0
Closed during the reporting period	30	1646	0	0
Pending at the end of the reporting period	2	21	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	12	2	0	0	0	0	0	14
Disclose in part	10	2	0	0	0	0	0	12
Exempt entirely	3	1	0	0	0	0	0	4
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
<b>Total</b>	25	5	0	0	0	0	0	30

### 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
<b>Total</b>	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
<b>Total</b>	0	0

### PART 7 – Resources related to the Access to Information Act

#### 7.1 Costs

Expenditures	Amount
Salaries	\$78 648
Overtime	\$0
Goods and Services	\$100
• Professional services contracts	\$0
• Other	\$100
<b>Total</b>	<b>\$78 748</b>

## 7.2 Human Resources

<b>Resources</b>	<b>Dedicated full-time to ATI activities</b>	<b>Dedicated part-time to ATI activities</b>	<b>Total</b>
Full-time employees	0,90	0,00	0,90
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
<b>Total</b>	0,90	0,00	0,90

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**DELEGATION ORDER**

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***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

<b>Schedule to the Delegation Order</b>				
<b>Sections of the Act</b>	<b>Powers, Duties or Functions</b>	<b>Director General, Corporate Services</b>	<b>Manager Information Management</b>	<b>ATIP Coordinator</b>
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	✓	✓	✓

<b>Access to Information Regulations</b>				
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	✓	✓	✓