



**Canadian Air Transport
Security Authority**

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

2011- 2012

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 Manager, Program Coordination, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. The ATIP Unit is comprised of two positions: one ATIP Coordinator as described above in the Human Resources and Corporate Affairs Branch and the Senior Advisor – ATIP. The ATIP Coordinator reports directly to the Chief Privacy Officer (CPO) who reports to the President and Chief Executive Officer.

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

This is the ninth 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 2011/12, CATSA received 68 *Access to Information Act* requests; fewer than the 73 of the previous year but still reflecting an upward trend from three years ago when only 39 requests were submitted. When combined with the 9 requests carried over from 2010/11, CATSA was, therefore, responsible for the processing of 77 requests during this reporting period.

Sixty-nine requests were completed by March 31, 2012, and eight were carried forward into fiscal year 2012/13.

Forty-three requests were from the media, seven were from business, one was from an organization and 17 were from the public.

Of the 69 requests that were completed, full disclosure was provided in 19 cases, partial disclosure was provided in 29 cases and nothing was disclosed in four cases. In all cases where disclosure was made, copies were provided. Besides this, CATSA was unable to process 17 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	5
• investigations	5
• security	21
• economic interests of Canada	5
• personal information	14
• third- party commercial information	10
• operations of government	32
• testing/auditing procedures	1
• solicitor/client privilege	4
• statutory prohibitions	15
• cabinet confidences	1

For the 69 requests completed in 2011/12, it was necessary to extend the time frame of 16 requests in order to conduct internal consultations; on four occasions, the length of those extensions was for more than 30 days. It was also necessary to extend the time frame of seven requests in order to conduct external consultations; on four of those occasions, the length of those extensions exceeded 30 days. An extension of more than 30 days was needed for three third- party consultations.

Forty-one requests were completed in 30 days or less; thirteen took between 31 and 60 days; eleven took between 61 and 120 days and four requests were completed after 121 days. During 2011/12, we received 15 consultations from other government departments with one file carried over from the previous fiscal year. Of these 16 requests, 14 were completed within 15 days, one was completed within 30 days and one was closed within 60 days. All consultation files were completed within fiscal year 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. The Senior Advisor has also participated in several of the Treasury Board Secretariat training sessions for ATIP practitioners offered on an annual basis.

V- POLICIES, GUIDELINES, PROCEDURES

While no new CATSA guidelines, policies or procedures were initiated in 2010/11, CATSA's Senior ATIP Advisor has maintained his focus on the improvement of CATSA's treatment of Access to Information files and on the reduction of its processing time.

VI- COMPLAINTS

In last year's report, it was noted that one requester had lodged 39 complaints in 2010/11 with the Information Commissioner about various aspects of the processing of his requests. The same requester has submitted four further complaints on the same files and CATSA is working with the Information Commissioner to complete the processing of those complaints.

ANNEXES

A: Delegation Order

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



Canadian Air Transport
Security Authority

Administration canadienne
de la sûreté du transport aérien

President and
Chief Executive Officer

Président et
Chef de la direction

99 Bank Street
13th Floor
Ottawa, Ontario
K1P 6B9

99, rue Bank
13^e étage
Ottawa (Ontario)
K1P 6B9

Our file / Notre référence
RDIMS # 49046

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

Access to Information Act
Delegation of Authority

Je, Angus Watt, Président et Chef de la direction de l'Administration canadienne de la sûreté du transport aérien, en vertu de l'article 73 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.

I, Angus Watt, President and CEO of CATSA, pursuant to section 73 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.

Angus Watt
Président et Chef de la Direction de l'Administration canadienne
de la sûreté du transport aérien / President and Chief Executive Officer
Canadian Air Transport Security Authority

Signé à Ottawa, Ontario, Canada le 19 janvier 2012
Signed in Ottawa, Ontario, Canada this 19th day of January 2012

Canada



ANNEXE A / SCHEDULE 'A'

**DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI
DELEGATION PURSUANT TO S.73 OF THE ACT**

Section	Description	President and CEO	ATIP Coordinator	ATIP Advisor
7(a)	Notification au requérant de la communication / To give notice to applicant that access will be given	X	X	X
8(1)	Transmission de la demande ou acceptation d'une transmission d'une autre institution et notification au requérant / To transfer to another institution or to accept transfer from another institution and to give notice to applicant	X	X	X
9	Prorogation du délai et avis au requérant / To extend time limit and give notice	X	X	X
11(2)	Exiger le versement d'un montant supplémentaire / To require payment of additional fees	X	X	X
11(3)	Exiger le versement pour des documents issus d'un document informatisé / To require payment for machine readable record	X	X	X
11(4)	Exiger le versement d'un acompte / To require payment of a deposit	X	X	X
11(5)	Aviser / To give notice	X	X	X
11(6)	Dispenser le versement de frais / To waive the requirement to pay a fee	X	X	X
12(2)	Communication d'un document dans la langue officielle choisie / To determine whether a record should be translated	X	X	X
12(3)	Communication d'un document sur un support de substitution / To determine whether a record should be provided in an alternative format	X	X	X
13	Refuser la communication de documents contenant des renseignements visés par cet article / To refuse to disclose a record referred to in that section	X	X	

Section	Description	President and CEO	ATIP Coordinator	ATIP Advisor
14	Refuser la communication de documents contenant des renseignements visés par cet article / To refuse to disclose a record referred to in that section	X	X	
15	Refuser la communication de documents contenant des renseignements visés par cet article / To refuse to disclose a record referred to in that section	X	X	
16	Refuser la communication de documents contenant des renseignements visés par cet article / To refuse to disclose a record referred to in that section	X	X	
17	Refuser la communication de documents contenant des renseignements visés par cet article / To refuse to disclose a record referred to in that section	X	X	
18	Refuser la communication de documents contenant des renseignements visés par cet article / To refuse to disclose a record referred to in that section	X	X	
19	Refuser la communication de documents contenant des renseignements visés par cet article / To refuse to disclose a record referred to in that section	X	X	
20(1)	Refuser la communication de documents contenant des renseignements visés par ce paragraphe / To refuse to disclose a record referred to in that subsection	X	X	
20(2)	Communication partielle de documents contenant des renseignements visés par ce paragraphe / To disclose part of a record referred to in that subsection	X	X	
20(5)	Communication de documents visés par le paragraphe 20(1), avec le consentement du tiers / To disclose, with the consent of third party, a record referred to in subsection 20(1)	X	X	X
20(6)	Communication, dans l'intérêt public, de documents visés par les paragraphes 20(1)(b), (c) ou (d) / To disclose, in the public interest, a record referred to in paragraphs 20(1)(b),(c) or (d)	X	X	

Section	Description	President and CEO	ATIP Coordinator	ATIP Advisor
21(1)	Refuser la communication de documents visés par ce paragraphe / To refuse to disclose a record referred to in that subsection	X	X	
22	Refuser la communication de documents visés par cet article / To refuse to disclose a record referred to in that section	X	X	
23	Refuser la communication de documents visés par cet article / To refuse to disclose a record referred to in that section	X	X	
24	Refuser la communication de documents visés par cet article / To refuse to disclose a record referred to in that section	X	X	
25	Communication des parties de documents dépourvus de renseignements visés par une exception / To disclose any part of the record that does not contain information referred to by an exemption	X	X	
26	Refuser la communication de documents visés par cet article / To refuse to disclose a record referred to in that section	X	X	
27(1)	Avis aux tiers de l'intention de donner communication / To give to third party notice of intent to disclose	X	X	X
27(4)	Prorogation de délai visé au paragraphe 27(1) / To extend time limit set out in 27(1)	X	X	X
28(1)	Décision quant à la communication de documents, après la présentation des observations du tiers, et donner avis de la décision au tiers / To decide on disclosure after third party representation and to give notice of decision to third party	X	X	X
28(2)	Dispenser de l'obligation de faire des observations écrites / To waive requirement for <u>written</u> representations	X	X	X

Section	Description	President and CEO	ATIP Coordinator	ATIP Advisor
28(4)	Communication du document, sauf si un recours en révision a été exercé / To give access unless review of decision is requested	X	X	
29(1)	Avis au requérant et au tiers de la décision de communiquer les renseignements suite aux recommandations du Commissaire à l'information / To give notice to applicant and to third party of decision to disclose the record where the Information Commissioner recommends disclosure	X	X	
33	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 communication du document / To advise the Information Commissioner of any third party who received notification or, if the document would have been disclosed, would have received notification	X	X	X
35(2)(b)	Droit de présenter des observations au Commissaire à l'information / To make representations to the Information Commissioner	X	X	X
37(4)	Avis au Commissaire à l'information qu'il donnera communication d'un document / To give notice to the Information Commissioner that access to a record will be given.	X	X	X
43(1)	Avis au tiers du recours en révision / To give notice to a third party of application for Court review	X	X	X
44(2)	Avis au requérant du recours en révision par le tiers / To give notice to applicant that third party has applied for Court review	X	X	X
52(2)	Demande d'audition dans la région de la capitale nationale / To request hearing in the National Capital Region	X	X	

Section	Description	President and CEO	ATIP Coordinator	ATIP Advisor
52(3)	Demande de présentation d'arguments en l'absence d'une partie / To request opportunity to make representations <i>ex parte</i>	X	X	
68	Refuser la communication de documents visés par cet article / To refuse to disclose a record referred to in that section	X	X	X
69	Refuser la communication de documents visés par cet article / To refuse to disclose a record referred to in that section	X	X	
71(1)	Fournir des installations au public où la consultation de manuels sur les activités de l'institution est possible / To provide facilities where manuals used by the institution may be inspected by the public	X	X	X
71(2)	Exclusion des renseignements protégés dans les manuels visés au paragraphe 71(1) / To exclude information from manuals referred to in subsection 71(1)	X	X	X
72(1)	Préparation du rapport annuel pour soumission au Parlement/ To prepare annual report for submission to Parliament	X	X	X
77	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 / To carry out responsibilities conferred on the Head of the institution by regulations made under section 77 which are not included above	X	X	



Statistical Report on the Access to Information Act

Name of institution: Canadian Air Transport Security Authority

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

PART 1 – Requests under the Access to Information Act

1.1 Requests

	Number of Requests
Received during reporting period	68
Outstanding from previous reporting period	9
Total	77
Closed during reporting period	69
Carried over to next reporting period	8

1.2 Sources of requests

Source	Number of Requests
Media	43
Academia	0
Business (Private Sector)	7
Organization	1
Public	17
Total	68

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	7	7	4	1	0	0	0	19
Disclosed in part	2	7	7	9	2	2	0	29
All exempted	2	1	0	1	0	0	0	4
All excluded	0	0	0	0	0	0	0	0
No records exist	6	4	2	0	0	0	0	12
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	3	0	0	0	0	0	5
Treated informally	0	0	0	0	0	0	0	0
Total	19	22	13	11	2	2	0	69

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)	4	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(c)	21	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	16
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	5
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	8
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	3
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	1
15(1) - Def.*	2	16.2(1)	0	19(1)	14	22.1(1)	0
15(1) - S.A.*	1	16.3	0	20(1)(a)	2	23	4
16(1)(a)(i)	2	16.4(1)(a)	0	20(1)(b)	4	24(1)	15
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)	1	17	0	20(1)(d)	1		
16(1)(c)	2						
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)	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)	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	18	1	0
Disclosed in part	29	0	0
Total	47	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	1512	1512	19
Disclosed in part	4807	4807	29
All exempted	191	0	4
All excluded	0	0	0
Request abandoned	0	0	5

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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	13	62	6	1450	0	0	0	0	0	0
Disclosed in part	22	479	6	1155	0	0	1	3173	0	0
All exempted	3	0	1	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	5	0	0	0	0	0	0	0	0	0
Total	43	541	13	2605	0	0	1	3173	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	10	0	1	0	11
All exempted	1	0	0	0	1
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	11	0	1	0	12

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
2	1	0	1	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	1	1	2
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	0	0
Total	1	1	2

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	5	1	0	0
Disclosed in part	9	0	7	3
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	2	0	0	0
Request abandoned	0	0	0	0
Total	16	1	7	3

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	12	0	3	0
31 to 60 days	4	1	4	3
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	16	1	7	3

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	# of Requests	Amount	# of Requests	Amount
Application	62	\$310	0	\$0
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	62	\$310	0	\$0

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	15	151	0	0
Outstanding from the previous reporting period	1	13	0	0
Total	16	164	0	0
Closed during the reporting period	16	164	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	4	0	1	0	0	0	0	5
Disclose in part	10	1	0	0	0	0	0	11
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	14	1	1	0	0	0	0	16

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	1	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	1	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$110,000
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$110,000

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0	2	2
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	0	2	2