



Canadian Air Transport  
Security Authority

Administration canadienne  
de la sûreté du transport aérien

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

Canadian Air Transport Security Authority

2013-2014





## 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*.

This is the eleventh 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](http://www.catsa.gc.ca).

## II – THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY - MANDATE

Established as a federal Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority's (CATSA) mission 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 and operations are directed by a senior management team. CATSA currently contracts security screening to third-party contractors.

CATSA's key role in securing Canada's air transportation system is established by the delivery of the following four mandated responsibilities at 89 designated airports across Canada.

1. **Pre-Board Screening (PBS)** - The screening of passengers and their belongings prior to their entry into the secure area of an air terminal building;
2. **Hold Baggage Screening (HBS)** - The screening of passengers' checked (or hold) baggage to prevent the boarding of prohibited items;
3. **Non-Passenger Screening (NPS)** - The random screening of non-passengers accessing restricted areas; and
4. **Restricted Area Identity Card (RAIC)** - The program which uses iris and fingerprint biometric identifiers to allow non-passenger access to the restricted areas of airports.



### III – IMPLEMENTATION OF THE *ACCESS TO INFORMATION ACT* AT CATSA

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 function is supported by the ATIP Coordinator, a Senior ATIP Advisor and a Privacy Advisor. The ATIP Coordinator reports directly to the Vice – President, Human Resources and Corporate Affairs, who serves as CATSA's Chief Privacy Officer (CPO). The Vice-President reports directly to the President and Chief Executive Officer.

CATSA's ATIP office responsibilities regarding the *Access to Information 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 the Authority;
- prepare annual reports on the administration of the *Act*;
- coordinate the annual InfoSource update;
- 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.



## IV - DELEGATION OF SIGNING AUTHORITY

In accordance with section 73 of the *Access to Information Act*, a delegation order, signed by CATSA’s President and Chief Executive Officer (CEO) designates the person holding the positions of ATIP Coordinator to exercise and perform the access to information duties on behalf of the organization. The delegation order was issued on January 19, 2012.

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

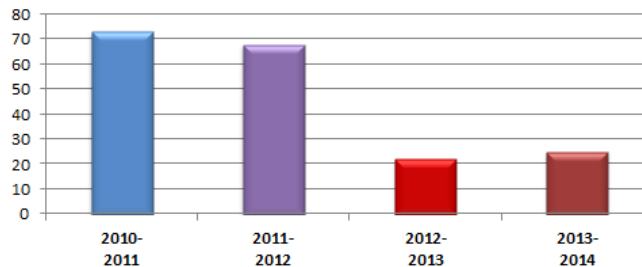
## V- STATISTICAL REPORT INTERPRETATION

### ***Access to Information Act* Requests Received and Completed**

In 2013-2014, CATSA received 25 *Access to Information Act* requests, an increase of three over the 22 requests received in the previous year. Two files were also carried over from 2012-2013 which were not received in time to be fully processed. When added to the files received in the period under review, CATSA was responsible for 27 files in 2013-2014.

For this reporting period, 23 files were processed and four files were carried over to the next reporting period. Of the 23 *Access to Information Act* requests completed during fiscal year 2013–2014, CATSA processed over 1,560 pages, an average of 68 pages per request.

***Access to Information Act*  
Requests Received**



In addition to these requests, CATSA received seven informal<sup>1</sup> *Access to Information Act* requests for 31 packages that were previously released. This reflects an upward trend in the number of informal *Access to Information Act* requests. CATSA is pleased to report that 86% of these requests were completed less than one week after they were received. CATSA regards this as a positive result of pro-active release of information on closed *Access to Information Act* files.

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



Moreover, in light of the reduced number of *Access to Information Act* requests in recent years, CATSA's ATIP office has had the opportunity to create an internal ATIP manual which includes internal procedures. It also continues to enhance awareness of employees' obligations regarding the application of the *Access to Information Act* through information and training sessions described below.

### Multi-Year Trend

In fiscal year 2008-2009, CATSA received 39 *Access to Information Act* requests. The following year the total of requests rose to 109. In 2010-2011, 73 new requests were received and 68 the following year. Another drop occurred last year with a total of 22 new requests.

Trend analysis suggests that barring any unforeseen security screening events, and the continued use of informal requests, the number of formal *Access to Information Act* requests received by CATSA is expected to continue to be between 20 to 40 requests per reporting year.

### Completion Time

Of the 23 *Access to Information Act* requests completed during the 2013-2014 fiscal year, CATSA was successful in responding to 61% of the requests within the statutory time frame (within 30 days or less). The requests were completed within the following time frames:

- 14 completed in 0 to 30 days;
- 1 completed in 31 to 60 days;
- 6 completed in 61 to 120 days; and
- 2 completed in 121 days or more.

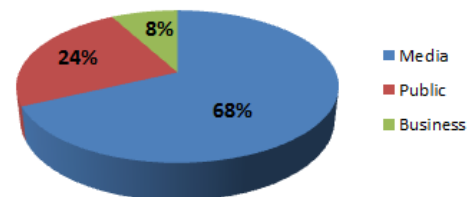
During this reporting period, CATSA received a number of requests for information requiring extensive external consultations resulting in two of the files being considered late and six files taking longer than normal to complete.

### Source of *Access to Information Act* Requests

Statistics for files received in the period under review reveal that the main source of requests, the media, was unchanged. Of the 25 new requests received, 17 (68%) originated from the media, six (24%) were from the public and two (8%) were from business.

The media also represents the majority of informal *Access to Information Act* requests.

Source of *Access to Information Act* Requests 2013-2014





## Disposition of Completed *Access to Information Act* Requests

Of the 23 requests that were completed:

- 2 were fully disclosed;
- 15 were disclosed in part; and
- 6 files could not be processed for various reasons; mainly there were no records to provide, while some requests were abandoned.

## Exemptions Invoked

Where access exemptions were invoked, these reasons were cited:

<u>Reason</u>		<u>Number of Cases</u>
Information obtained in confidence	S. Art 13	2
Defence of Canada	S. Art 15	11
Investigations	S. Art 16 (1)	9
Security	S. Art 16(2)	19
Economic interests of Canada	S. Art 18	4
Personal information	S. Art 19	6
Third- party commercial information	S. Art 20	6
Operations of government	S. Art 21	13
Testing/auditing procedures	S. Art 22	1
Solicitor/client privilege	S. Art 23	2
Statutory Prohibition	S. Art 24	10

## Extensions

For the 23 *Access to Information Act* requests completed in 2013-2014, it was necessary to extend the time frame of 11 requests:

- 9 files were extended for other government department consultations:
  - 1 file required an extension of less than 30 days.
  - 8 files required an extension of up to 60 days.
- 2 files were extended for third party consultations:
  - Both required an extension of up to 60 days.



## Consultations Received from Other Government Departments

During this reporting period CATSA received 10 consultations from other government departments, and all were completed within legislated deadlines. No consultation files were carried over from the previous year.

The full Statistical Report on the Administration of the *Access to Information Act* is attached as [Annex B](#).

## VI- TRAINING

Over the course of the reporting period, both the ATIP Coordinator and the Senior ATIP Advisor have consistently provided one on one, and group support to employees. The purpose of these sessions was to provide participants with an overview of the *Access to Information Act*, to promote a better understanding of their obligations according to the *Act* and the administration of the *Act* within CATSA.

Formal group training sessions were also given to CATSA employees during the reporting period. Two one-hour training sessions were given to 26 CATSA employees on January 28, 2014.

The ATIP Coordinator and Senior ATIP Advisor have also participated in all of the Treasury Board Secretariat training and information sessions for ATIP coordinators and practitioners offered throughout the reporting period.

## VII- POLICIES, GUIDELINES AND PROCEDURES

CATSA continues to refine its internal practices to ensure a high level of service to all of its requesters.

A new ATIP manual has been completed that provides a detailed view of CATSA's ATIP processes. Tools and templates also continue to be updated to support the Office of Primary Interest (OPI) in the processing of ATIP requests. The objective of creating and maintaining this new ATIP manual is the continued improvement of CATSA's treatment of access to information files and ongoing focus on the reduction of their processing time.



## VIII – 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. One example of this collaboration is how the ATIP office engages representatives from across the organization upon receipt of particularly complex requests. This is implemented as needed in order to reduce, as much as possible, the impact on CATSA’s daily operations.

**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** - In the completion of the CATSA ATIP manual, CATSA’s ATIP office reached out to colleagues in several federal departments in order to obtain examples of procedural guidelines. There was also considerable value in participating in the training sessions offered by the Treasury Board Secretariat and in attending quarterly ATIP community meetings. These events provided the ATIP Coordinator and the Senior ATIP Advisor the opportunity to enable a sharing of knowledge and experience.

## IX- COMPLAINTS

A total of three complaints were treated during the past fiscal year. During this time, the OIC closed two complaint files deeming one well-founded and the other with no decision due to the complainants’ lack of interest in pursuing the complaint. One remaining complaint file awaits a ruling by the OIC.

The reasons for complaints of CATSA’s treatment of its *Access to Information Act* requests general range from the time taken to provide the requested information, the exemptions applied to the text in the release package, fees requested and incomplete information. CATSA’s ATIP office places a high priority on the processing and settlement of all complaints and continues to work closely with the OIC investigators.

No audits or investigations were initiated or concluded during the reporting period.





## **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  
13<sup>th</sup> Floor  
Ottawa, Ontario  
K1P 6B9

99, rue Bank  
13<sup>e</sup> 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<sup>th</sup> January 2012  
Signed in Ottawa, Ontario, Canada this 19<sup>th</sup> day of January 2012

**ANNEXE A / SCHEDULE 'A'**

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

<b>Section</b>	<b>Description</b>	<b>President and CEO</b>	<b>ATIP Coordinator</b>	<b>ATIP Advisor</b>
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: 4/1/2013 to 3/31/2014

### PART 1 – Requests under the Access to Information Act

#### 1.1 Number of Requests

	Number of Requests
Received during reporting period	25
Outstanding from previous reporting period	2
<b>Total</b>	<b>27</b>
Closed during reporting period	23
Carried over to next reporting period	4

#### 1.2 Sources of requests

Source	Number of Requests
Media	17
Academia	0
Business (Private Sector)	2
Organization	0
Public	6
<b>Total</b>	<b>25</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	5	1	6	0	2	0	15
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	2	2	0	0	0	0	0	4
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>9</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>23</b>



## 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)	3	18(a)	3	20.1	0
13(1)(b)	0	16(2)(b)	2	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	14	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	1	21(1)(a)	7
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)	3
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	2
15(1) - I.A.*	3	16.1(1)(d)	0	18.1(1)(d)	0	22	1
15(1) - Def.*	3	16.2(1)	0	19(1)	6	22.1(1)	1
15(1) - S.A.*	5	16.3	0	20(1)(a)	3	23	2
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	0	24(1)	10
16(1)(a)(ii)	2	16.4(1)(b)	0	20(1)(b.1)	1	26	0
16(1)(a)(iii)	2	16.5	0	20(1)(c)	1		
16(1)(b)	2	17	2	20(1)(d)	1		
16(1)(c)	3						
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	10	5	0
<b>Total</b>	<b>12</b>	<b>5</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	8	8	2
Disclosed in part	1561	968	15
All exempted	1	0	1
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	2	8	0	0	0	0	0	0	0	0
Disclosed in part	9	300	6	668	0	0	0	0	0	0
All exempted	1	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
<b>Total</b>	<b>13</b>	<b>308</b>	<b>6</b>	<b>668</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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	9	0	0	0	9
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</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
2	0	2	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	2	2
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>2</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	1	8	2
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	0	1	8	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	0	0	1	0
31 to 60 days	0	1	6	2
61 to 120 days	0	0	1	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
<b>Total</b>	0	1	8	2

## PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	25	\$125	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
<b>Total</b>	25	\$125	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	10	54	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	10	54	0	0
Closed during the reporting period	10	54	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	0	0	0	0	0	4
Disclose in part	6	0	0	0	0	0	0	6
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>	10	0	0	0	0	0	0	10

### 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	1	1
More than 365	0	0
<b>Total</b>	1	1

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

#### 7.1 Costs

Expenditures	Amount
Salaries	\$90,000
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$90,000</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	0.00	2.00	2.00
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>	0.00	2.00	2.00







