



Annual Report on the Administration of the Access to Information Act

2023-2024



Canadian Space
Agency

Agence spatiale
canadienne

Canada



Annual Report to Parliament – Access to Information Act – 2024

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Introduction

The *Access to Information Act* (R.S.C. 1985, c. A-1, the Act) was proclaimed into force on July 1, 1983. The Act was later amended as a result of Bill C-58 which received royal assent on June 21, 2019. The purpose of the Act is to enhance the accountability and transparency of Federal Institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. Part 1 of the Act extends the present law of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific and that decisions on the disclosure of government information should be reviewed independently of government. Part 2 of the Act sets out requirements for the proactive publication of information.

Section 94 of the Act requires each head of a federal institution to submit a report to Parliament on the administration of the Act within their institution during the fiscal year. We are pleased to provide the following Annual Report to Parliament on the administration of the *Access to Information Act* in accordance with section 94 and section 20 of the *Service Fees Act*. It provides an overview on the activities of the Canadian Space Agency (CSA) during the reporting period of April 1, 2023 to March 31, 2024.

The CSA is not reporting on behalf of wholly owned subsidiaries or non-operational institutions.

Mandate of the CSA

To provide a better understanding of the context in which the Act is implemented at the CSA, this section gives an overview of the institution's objectives and activities.

The CSA reports to the Minister of Innovation, Science and Industry. Its mandate, as set out in the *Canadian Space Agency Act*, 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.”





Mission

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To fulfil its mission, the CSA:

- pursues excellence collectively;
- advocates a client-centred attitude;
- supports employee-oriented practices and open communications;
- commits itself to both empowerment and accountability; and
- pledges to co-operate and work with partners for our mutual benefit.

The CSA has been a source of inspiration for Canadians since its creation in 1989. In addition to consolidating major federal space programs, it coordinates all the components of the Canadian Space Program and manages Canada's major space-related activities.

More information about the CSA can be found at the following: <http://www.asc-csa.gc.ca>.

Organizational Structure

The Access to Information and Privacy (ATIP) office is a member of the Information Management and Information Technologies Directorate (IM-IT). The IM-IT Directorate is led by the Director General and Chief Information Officer who reports to the Vice-President Corporate Strategy, Innovation and Chief Financial Officer. The Access to Information and Open Government Coordinator is overseen by the Cybersecurity and Information Management Director.

The ATIP Office is the central coordinating office for all requests received by the CSA under the *Access to Information Act* and the *Privacy Act*. It provides advice to senior management on the implementation of statutes and prepares reports to Parliament, the Treasury Board Secretariat and senior management. The ATIP Office also represents the CSA in complaints and investigations conducted by the Information Commissioner and Privacy Commissioner of Canada, and in any Federal Court application arising from ATIP matters.





The main functions of the CSA ATIP Office are ATIP Operations and Privacy. Analysts assigned to ATIP Operations coordinate and process the CSA's ATIP requests. These analysts are responsible for coordinating with sectors, performing a "line-by-line" review of records. Conversely, the analyst assigned to Privacy provides privacy recommendations and expertise within the CSA. The analyst leads the horizontal implementation of departmental privacy policies, conducts risk analyses including privacy impact assessments and privacy protocols for non-administrative purposes, as well as the prevention and management of privacy breaches.

To help meet the increase in volume and complexity of requests, the ATIP Office added 1 additional position of senior officer during the fiscal year. As of March 31, 2024, the ATIP Office was comprised of 4 full-time employees which include: 1 ATIP coordinator, 2 senior officers and 1 junior officer.

Evolving Role of the ATIP Office

Open Government is becoming a global priority in improving transparency and making information more readily available to the public. The Government of Canada is no exception in that regard and has implemented a series of commitments in which departments and agencies are taking part. Briefly, the goal is to release as much data and information as possible in a manner that is accessible, interoperable, and publicly usable. This vision of transparency is closely linked to the principles in the application of the Act.

In 2016–2017, organizational changes were put in place to merge Open Government initiatives within the mandate of the CSA ATIP Office. As a result of this innovative and effective pairing, the CSA ATIP Office has become a one-stop shop not only for CSA employees wishing to share information but also members of the public wishing to obtain information. This has resulted in a centralization of activities and made it possible for the CSA to optimize its acquisition and application of knowledge.

During the reporting period, responsibility for proactive disclosure under Part 2 of the Act on behalf of the CSA was managed in collaboration with the Open Government team as





well as several different departmental leads (see table on pages 19-21 for more information).

Request Processing Procedure

When it receives a request under the Act, the ATIP Office consults the appropriate Office of Primary Interest (OPI) and, as necessary, other government departments and third-party stakeholders. These parties include but are not limited to Justice Canada, information-related communities of practice, Treasury Board Secretariat (TBS) and other institutions.

Once the documents have been analyzed and the consultations held, the ATIP Office recommends the application of the exemptions to the Chief Information Officer of the CSA. The Chief Information Officer is responsible for approving the communication of documents disseminated under the Act. The records in response to the request are then sent to the requester.

Service Agreements

Pursuant to section 96 of the Act, government institutions may provide (or receive) services to another government institution under the responsibility of the same minister. In 2023-2024, the CSA was not party to any agreement for such services under the portfolio of the Minister of Innovation, Science and Industry.

Delegation Order

Under the Act, the head of the CSA is the Minister of Innovation, Science and Industry. Decision-making responsibility for the application of the various provisions of the *Access to Information Act* and the *Privacy Act* have been formally established and are outlined in the departmental Delegation of Authority Instrument found in Appendix A of this report.

The Delegation Order in effect during the 2023-2024 reporting report was approved by the Minister of Innovation, Science and Industry on May 2021. The instrument identified that powers are delegated to the Chief Information Officer and the Access to Information and Open Government Coordinator.





Interpretation of the Statistical Report

The CSA's statistical report on the *Access to Information Act* is included in Appendix B of this report.

Between April 1, 2023 and March 31, 2024, the CSA received 34 requests under the *Access to Information Act*. There were 7 requests carried forward within legislative timelines from the previous reporting period. All requests received this fiscal year were submitted electronically through the TBS ATIP Online Management Tool.

In the 2023-2024 fiscal year, 4 requests were carried forward to the next reporting period. All 4 requests carried forward to the following year were within legislative timelines.

Performance for 2023–2024

The CSA completed 37 requests, 70 informal requests and 25 consultation requests pursuant to the *Access to Information Act* in 2023-2024. The CSA completed all 37 requests within the legislative time limits outlined in the Act which represents a 100% compliance response rate.

Processing Times

Within the 37 requests completed this year, the CSA completed 25 (68%) of those requests within the first 30 days. More specifically, 8 requests (22%) were completed within 1 to 15 days and 17 requests requests (46%) were completed within 16 to 30 days.

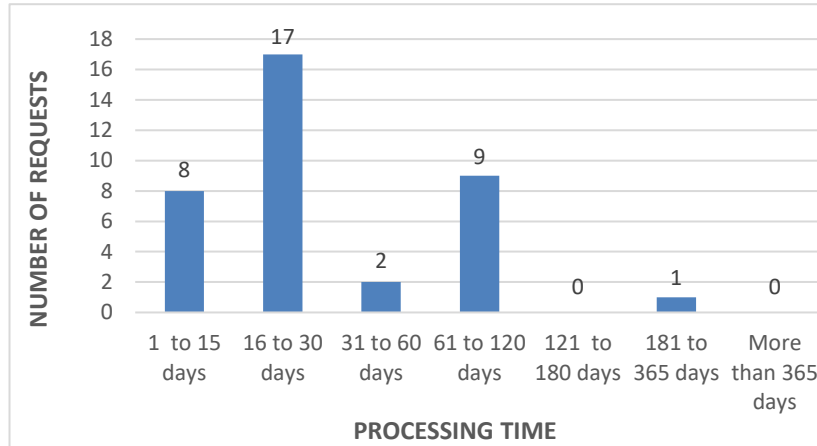
The remaining 12 requests were extended past the original 30-day deadline due to volume and impact on operations and to conduct consultations with stakeholders. Factoring in extensions and responses given within the first 30 days, the CSA ATIP Office completed 37 requests (100%) within the legislative time limit. This result is up from the 96.2% achieved in the previous reporting period.

The following table illustrates the processing times of requests that were completed under the *Access to Information Act* during the reporting period of 2023-2024:





Processing Times, Requests 2023-2024



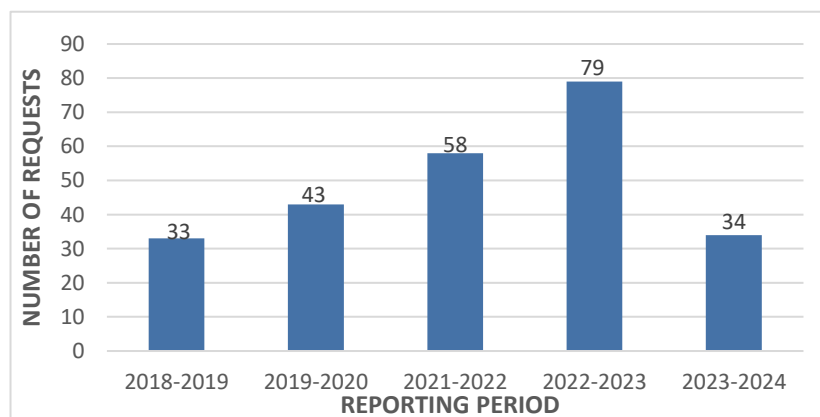
At the conclusion of the 2022-2024 reporting period there were 4 requests, within legislative timelines, carried forward to the following reporting period.

Requests Received and Carried Forward

Contrary to the trend of the previous 4 fiscal years, the CSA experienced a decrease in the number of requests received. The CSA received 44 fewer requests under the *Access to Information Act* in 2023-2024 than in the previous fiscal year. This represents a decrease of 56% in the number of requests received compared to the 2022-2023 fiscal year.

The following table illustrates the trend in number of requests received under the *Access to Information Act* from 2018-2019 to 2023-2024:

Number of Requests Received 2018-2023



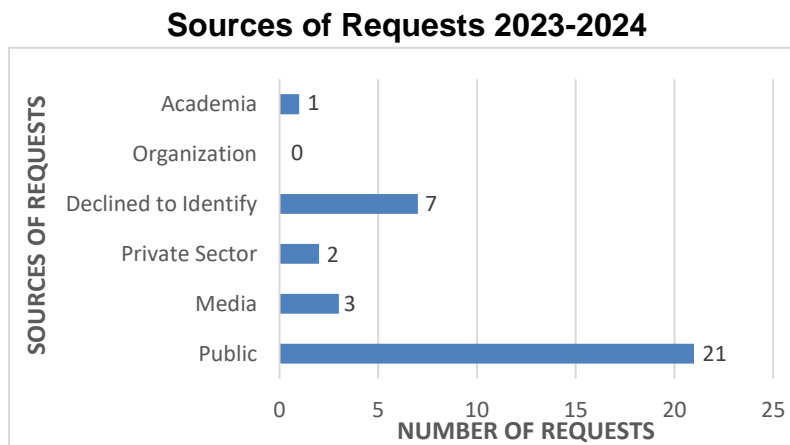


Sources of Requests

Requests are categorized into 6 categories according to their source: Media, Public, Academic sector, Private sector, Organizations and Declined to identify.

Requests in the Media category accounted for 9% of all requests received which represents an increase compared to 6% in 2022–2023. As for requests from the Public, there was a large increase from 8% last fiscal year to 62% this year. The number of requests decreased from the Academic sector which was 3% compared with 80% the year before. The category of “Declined to identify” was used in 20% of requests, whereas last year was 6%. Additionally, 6% of requestors indicated the category of “Organization” or “Private sector”.

The following table lists the sources of requests received during the 2023-2024 reporting period:



Disposition of Requests

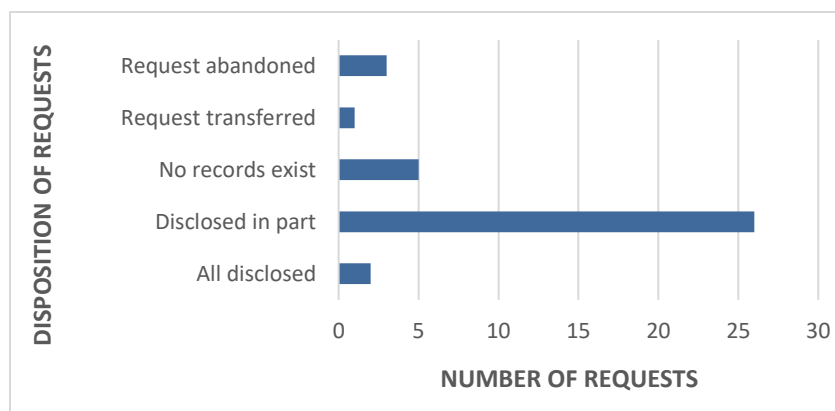
Records were retrieved in response to 28 requests. Of these, 2 requests (7%) were disclosed in full without any exemption or exclusion and 26 requests (93%) were partially disclosed. In addition, there were 5 requests where no records were located and 3 requests which were abandoned. Lastly, 1 request was transferred to another department.

The following table illustrates the disposition of completed requests during the 2023-2024 reporting period:





Disposition of Requests 2023-2024



Exemptions and Exclusions

The Act prescribes a number of exemptions and exclusions that allow or require the CSA to refuse to disclose certain types of information. It is important to note that more than 1 exemption and exclusion may apply within a single request.

Within the 37 requests completed by the CSA this fiscal year; a total of 26 requests required an exemption pursuant to the Act. The most common exemption invoked by the CSA in the 2023-2024 fiscal year was section 21 (government operations) which was applied in 26 instances. The next commonly applied exemption was section 20(1) (third party) which was applied in 22 instances. The third most applied exemption was section 19(1) (personal information) which was applied in 18 instances.

The following table shows the frequency of exemptions and exclusions invoked in the 2023–2024 fiscal year:

Exemption and exclusion:	Frequency
13(1) Information obtained in confidence	6
15(1) International affairs and defence	8
16(1) Law enforcement and investigations	1
16(2) Security	7
18 Canada's economic interests	1
19(1) Personal information	18
20(1) Third-party information	22
21(1) Operations of government	26
23 Solicitor/client privilege	1
69(1) Confidences of the Privy Council	1





Format of Information Disclosed

In 2023–2024 a total of 28 requests resulted in the disclosure of records. All requests were disclosed electronically.

As in previous years, no individual made use of the CSA's reading room.

Pages Reviewed and Disclosed

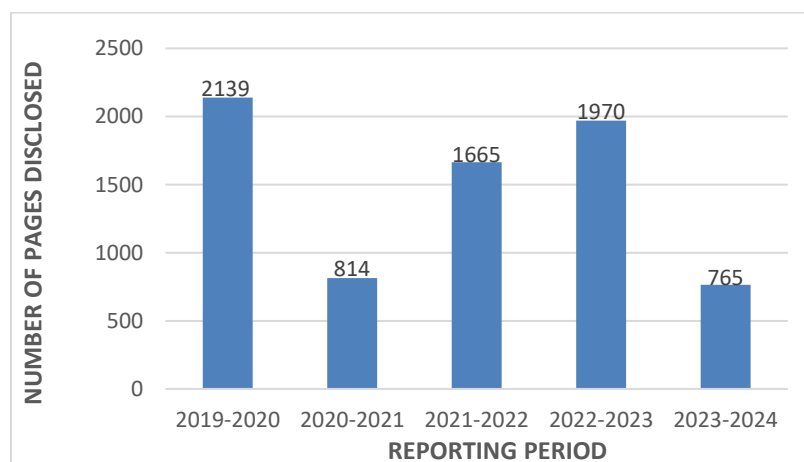
The number of pages disclosed can vary considerably from year to year, depending on the subject of the requests and the amount of relevant documents held by the CSA.

This year, the number of pages disclosed decreased compared to last year. A total of 765 pages were disclosed in 2023–2024 in comparison to 1970 in 2022–2023. This decrease can also be observed in the average pages disclosed per request in 2023–2024 which has resulted in an average of 27 pages per request. This is compared to the average of 35 pages disclosed per request in 2022–2023.

This year, 87% of these requests were less than 100 pages in length compared to 86% last fiscal year. There was 1 request which contained more than 501 pages.

The following table illustrates the trend in number of pages disclosed:

Number of Pages Disclosed 2019-2023





Consultations

The CSA collects some third-party information due to its relationship with different partners in various projects.

The CSA consults third parties and sometimes other Federal Institutions with the aim of providing as much information as possible, in accordance with the spirit and letter of the Act. Therefore, it is not unusual for the requests processed to consequently require an extension to the legislative time limit. The complexity level is also evidenced by the fact that some requests require consultations with more than 1 stakeholder.

In 2023–2024, 16 requests were considered complex and required consultations or legal advice. This number has decreased significantly compared to the previous fiscal year, where only 45 requests required consultations.

Extensions

The Act allows Federal Institutions to extend the initial 30-day period in certain specific cases. The deadline may be extended due to a request for a large number of records or necessitates a search through a large number of records. Additionally, a large number of records must unreasonably interfere with the operations of the government institution. Secondly, if consultations are necessary to comply with the request or thirdly, if a third-party consultation must be undertaken pursuant to subsection 27(1).

This year 12 requests (32%) were extended past the original 30-day time limit compared to 46 requests in 2022–2023. Of these requests, 1 required consultation due to the application of section 69 (Cabinet confidence) and 15 instances required consultation with other government departments and/or third-party consultations. It is important to note the same request may correspond to more than 1 category of extension.

As specified in the Act, a notice of extension was sent in each instance to the Information Commissioner of Canada and requester.

Consultations Received from Other Federal Institutions

In 2023–2024, the CSA received 27 consultation requests from other departments compared to the previous year which was 35 consultations.





In addition to the consultation requests received in 2023–2024, 1 of those requests was carried forward from the previous year. In total, the CSA completed 25 of those requests in 2023–2024 and will carry over 2 consultations to the following fiscal year.

Overall, the number of pages processed as part of these consultations has decreased from 2,250 pages in 2022–2023 to 1,184 pages in 2023–2024. This constitutes a reduction of 1,066 pages less than what was processed last year. This reduction had an impact on the average pages processed; in fact, in 2022–2023 the average was 64 pages per request, while for the year 2023–2024 the average was 47 pages per request.

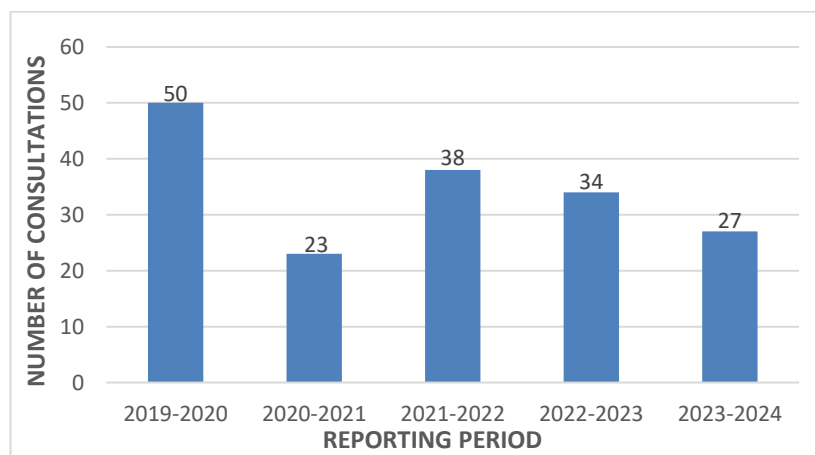
Among the completed requests in 2023-2024 the ATIP Office responded to all consultations from other Federal Institutions (92%) in 30 days or less.

More specifically, consultation responses were as follows:

- 18 requests (72%) received a reply within 1 to 15 days;
- 5 consultations (20%) received a reply within 16 to 30 days;
- 2 consultations (8%) received a reply within 31 to 60 days.

The following table illustrates in the number of consultation requests received from other Federal Institutions over the previous 5 fiscal years:

Number of Consultations Received 2019-2023





Consultations Regarding Cabinet Confidences

In 2023-2024, 1 request received by the CSA required consultation with Justice Canada Departmental Legal Services for the application of exclusions pursuant to section 69 of the Act.

Informal Requests

Informal requests are not submitted or processed under the Act and have no deadline for response. In alignment with Open Government principles of transparent and information sharing, the CSA publishes summaries of completed requests on a monthly basis. Members of the public may request a copy of previously closed requests without the \$5 application fee of an original request. This makes it easier for requesters to find the requests of interest to them and request them directly from the CSA. In addition, since the Act does not apply to these re-releases, which are free, legislative timelines do not apply and the requester does not have the right to file a complaint with the Office of the Information Commissioner of Canada.

This one-stop portal has contributed positively to an increase in requests, since requesters can submit them electronically, thus making it easier to access documents that are already published.

All informal requests were submitted through the Treasury Board Secretariat Open Government Portal following the proactive disclosure of completed access requests. In 2023-2024, a total of 70 requests were submitted through this portal.

The number of informal requests processed in 2023–2024 decreased compared to the previous year. In fact, 70 requests were received this year compared to 174 last year. However, the increase last fiscal year coincided with the receipt of an application for all previously disclosed requests that the CSA has ever completed.

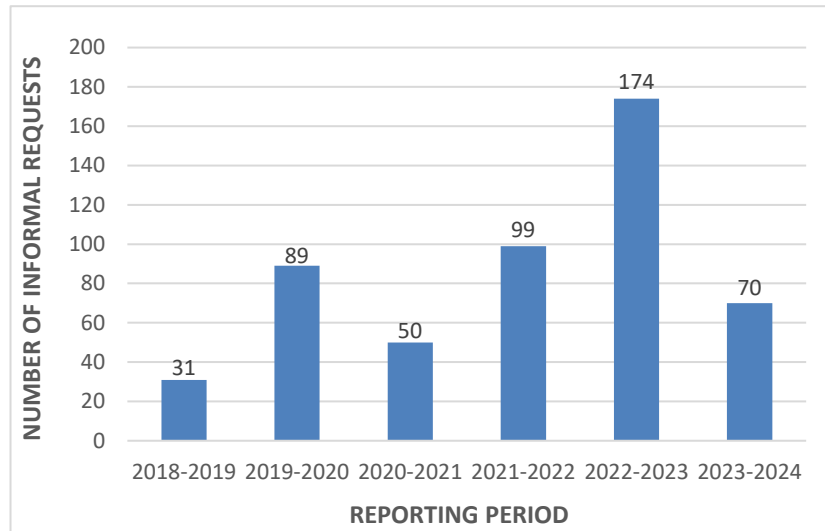
In regard to timelines for responses, 47% of requests were answered within 15 days or less and the remaining (53%) were answered within 16 to 30 days.

The following table illustrates the number of informal requests received during the previous 5 fiscal years (2018-2023):





Number of Informal Requests Received 2018-2023



Reasons for Declining to Act on a Request

As per section 6.1 of the Act the head of a government institution may request the Information Commissioner of Canada to investigate a request deemed vexatious, made in bad faith, or an abuse of the right of access. The Information Commissioner of Canada's prior approval is required to refuse a request for access to records.

The CSA did not submit any application to decline to act on a request with the Information Commissioner of Canada in 2023–2024.

Training and Awareness

In addition to managing requests, the ATIP Office provides guidance and advice on complying with the Act on a daily basis. This guidance is presented to all CSA employees but also to targeted professional groups such as: Human Resources, Information Technology, Contracting/Procurement, etc. This ensures knowledge of common ATIP principles but is also tailored to the mandate of different CSA sectors.

This year the CSA benefited from the services of a consultant to deliver privacy awareness training throughout the Agency. More than 170 employees participated in 10 awareness sessions which covered the following topics:





- ATI 101 with a focus on commercial information, trade secrets and international relations
- Privacy through an Indigenous perspective
- Privacy 101
- Privacy Impact Assessment 101
- Privacy Notices and Personal Information Banks
- Privacy considerations during the purchase of software

The purpose of these training sessions was to raise awareness concerning the role of employees and their responsibilities as they relate to the handing of personal information and the processing of privacy and access requests.

In addition to the courses offered above, employees were also invited to take the ATIP Fundamentals course (I015) given by the Canada School of Public Service.

Information sessions are also available on the processing of access to information requests at the CSA. This training session covers an overview of procedures and responsibilities during the processing of a request. In 2023-2024, 1 session was delivered to approximately 28 individuals.

Policies, Guidelines and Procedures

The CSA's policies, guidelines and procedures for the administration of the *Access to Information Act* (including section 67.1) are posted on an internal webpage. In 2023–2024, no changes were made to these documents.

The CSA ATIP Office also participated in TBS inter-departmental working groups to remain up to date on changes to policies, guidelines and directives. The ATIP Office continues to develop internal guidance documents, internal procedures and tools to ensure consistency with best practices in the community.

Proactive Publication under Part 2 of the Act

The ATIP Office works in collaboration with departmental officials to fulfill the proactive publication legislative requirements found in Part 2 of the *Access to Information Act*.





Sections 74 to 78 and 82 to 88 of Part 2 of the Act, stipulate that government entities that support a minister and deputy head, are required to publish proactively travel expenses, hospitality expenses, reports tabled in parliament, reclassification of positions, contracts, grants and contributions, briefing materials, and expense reports.

Within the CSA, the responsibility for proactive disclosure is shared with the following sectors: Open Government, Correspondence, Finance, Human Resources and Policy. The ATIP Office works in collaboration with these sectors to monitor compliance with the *Privacy Act*; as well as ensuring accuracy and completeness of published information.

The Open Government Office oversees the responsibility for proactively publishing briefing materials for the deputy head appearance at a committee of Parliament, monthly briefing note titles, question period notes and reports tabled in Parliament. The ATIP Office and the Open Government Office also collaborated with program leads, senior management and the Correspondence team to review and publish summaries of completed access to information requests.

In the 2023-2024 fiscal year, the CSA met all proactive publication requirements at a compliance rate of 100%.

The Policy sector is responsible for preparing transition materials for each new Deputy Minister. In the reporting period of 2023-2024 there were no new incoming deputy heads.

The proactive publishing of ministerial information in accordance with sections 74(a), 74(b), 74(c), 74(d), 75, 76 and 77 are under the institutional requirements of Innovation, Science and Economic Development Canada (ISED).

The following table lists the proactive publication requirements for the CSA pursuant to Part 2 of the *Access to Information Act*:



Proactive Publication Requirements Table, <i>Access to Information Act</i> , 2023-2024				
Legislative requirement	Section	Publication timeline	Compliance rate	Proactive publication (link)
Correspondence, Open Government, Finance and Policy are responsible for the following proactive disclosure requirements:				
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N/A	Not applicable
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	100%	Briefing Note Titles and Numbers
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N/A	Not applicable
Reports tabled in Parliament	84	Within 30 days after tabling	100%	Reports to Parliament
Finance is responsible for the following proactive disclosure requirements:				
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	100%	Government Travel Expenses
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	100%	Government Hospitality Expenses
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	100%	Government Contracts over \$10,000
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	100%	Grants and Contributions
Human Resources is responsible for the following proactive disclosure requirement:				
Reclassification of positions	85	Within 30 days after the quarter	100%	Government Position Reclassifications





Proactive Publication Requirements Table, <i>Access to Information Act</i> , 2023-2024				
Legislative requirement	Section	Publication timeline	Compliance rate	Proactive publication (link)
The following are not proactive disclosure requirements of the CSA:				
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N/A	Not an institutional requirement
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N/A	Not an institutional requirement
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	N/A	Not an institutional requirement
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N/A	Not an institutional requirement
Ministerial Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N/A	Not an institutional requirement
Ministerial Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N/A	Not an institutional requirement
Ministerial Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A	Not an institutional requirement
Ministers' Offices Expenses	78	Within 120 days after the fiscal year	N/A	Not an institutional requirement





Initiatives and Projects to Improve Access to Information

The CSA continues to use the Treasury Board Secretariat's online ATIP Request Service to receive requests under the Act.

The ATIP Office currently uses an access to information request management tool which was implemented in 2019-2020. After obtaining this tool, the ATIP Office was able to benefit from its functions which facilitated the production of reports and follow-up of access to information requests. Through TBS procurement, the ATIP Office is preparing for a new system to be implemented in 2024-2025.

In delivering its mandate, the CSA ATIP Office is involved in many horizontal initiatives and recommendations. The ATIP Office works collaboratively with program sectors to ensure that access to information requirements are reflected in contracts, MOUs, and information sharing agreements. The ATIP Office is also focused on the development of tools, guides, and policies to raise awareness, maintain compliance and report on access and privacy processes and procedures.

Summary of Key Issues and Actions Taken on Complaints

No complaints were received by the CSA in 2023-2024. Additionally, no applications or appeals were filed with the Federal Court or Federal Court of Appeal during the reporting period.

Access to Information Fees Reported under the *Service Fees Act*

The *Service Fees Act* requires a responsible authority to report to Parliament annually concerning the fees the institution has collected.

As for fees received under the *Access to Information Act*, the following information is reported in accordance with section 20 of the *Service Fees Act*.

- **Enabling authority:** *Access to Information Act*.
- **Fee payable:** The \$5.00 application fee is the only fee charged for an *Access to Information Act* request.





- **Total revenue:** A total of \$100 was received for the 2023–2024 fiscal year.
- **Fees waived:** In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, the CSA waived all fees prescribed by the Act and the Regulations, other than the \$5.00 application fee set out in paragraph 7(1)(a) of the Regulations. During the 2023-2024 reporting period, the application fee was waived for 14 requests an amount of \$70.
- **Program operating costs:** Total operating costs were \$251,381 for the 2023–2024 fiscal year.

Monitoring Compliance

The CSA ATIP Office engages regularly with departmental official at various levels to ensure requests are processed in a timely and efficient manner. Meetings were held regularly with CSA sectors and analysts to ensure that timelines were respected in all requests. For all requests, legislative deadlines are tracked through an electronic ATIP request processing system and deadlines are followed-up on a regular basis. The ATIP Office also continues to seek to streamline the need for consultations ‘only as required’ both within the CSA and with other government institutions.

The ATIP Office produces weekly reports to monitor performance within the CSA. The weekly reports are sent to the Vice-Presidents, Chief Information Officer, Communications, ISED, and other groups who may have interest in the subject matter of the request.

Conclusion

The CSA ATIP Office continues to implement its mandate to respond to all requests for access to personal information in accordance with the *Access to Information and Privacy Act*.





Annex A: Delegation Order

Approved in May 2021

Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry, pursuant to subsections 95(1) of the *Access to Information Act* and 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders

En vertu des paragraphes 95(1) de la *Loi sur l'accès à l'information* et 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre de l'Industrie délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent arrêté de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

<u>Position / Poste</u>	<u>Access to information Act and Regulations / Loi sur l'accès à l'information et règlements</u>	<u>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</u>
Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator Access to Information and Open Data / Coordonnateur, Accès à l'information et données ouvertes	Full authority / Autorité absolue	Full authority / Autorité absolue

Dated, at the City of Ottawa

Daté, en la ville d'Ottawa

This ___ day of _____, 2021

Ce ___ jour de _____ 2021

Minister of Industry

Ministre de l'Industrie





Annex B: Statistical Report on the Access to Information Act

Statistical Report on the Access to Information Act

Name of institution: Canadian Space Agency

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		34
Outstanding from previous reporting periods		7
• Outstanding from previous reporting period	7	
• Outstanding from more than one reporting period	0	
Total		41
Closed during reporting period		37
Carried over to next reporting period		4
• Carried over within legislated timeline	4	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	3
Academia	1
Business (private sector)	2
Organization	0
Public	21
Decline to Identify	7
Total	34

1.3 Channels of requests

Source	Number of Requests
Online	30
E-mail	4
Mail	0
In person	0
Phone	0
Fax	0
Total	34

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		70
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		70
Closed during reporting period		68
Carried over to next reporting period		2

2.2 Channels of informal requests

Source	Number of Requests
Online	70
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	70





2.3 Completion time of informal requests

Completion Time							
0 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	Total
32	36	0	0	0	0	0	68

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
59	1053	5	713	4	3256	0	0	0	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
0	0	0	0	0	0	0	0	0	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
0	0	0	0	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
	0 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	2	0	0	0	0	0	2
Disclosed in part	0	14	2	9	0	1	0	26
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	4	1	0	0	0	0	0	5
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	3	0	0	0	0	0	0	3
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	8	17	2	9	0	1	0	37





4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	6	16(2)	4	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	3	18(d)	0	21(1)(a)	7
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	13
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	6
14(a)	0	16.1(1)(b)	0	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)	8	16.1(1)(d)	0	19(1)	18	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	9	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	6	26	0
16(1)(a)(ii)	1	16.5	0	20(1)(d)	7		
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)	3	69(1)	0	69(1)(g) re (a)	1
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	28	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2911	765	31

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less 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 Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	2	14	0	0	0	0	0	0	0	0
Disclosed in part	22	241	3	553	0	0	1	2103	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	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	0	0
Total	27	255	3	553	0	0	1	2103	0	0





4.5.3 Relevant minutes processed and disclosed for audio formats

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

4.5.4 Relevant minutes processed per request disposition for audio 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

4.5.5 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	13	1	2	16
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	13	1	2	16





4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	37
Percentage of requests closed within legislated timelines (%)	100

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
0	0	0	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	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	0	0	0

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	4	1	8	4
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	4	1	8	4

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	1	0	0	0
31 to 60 days	1	0	6	2
61 to 120 days	1	1	1	1
121 to 180 days	1	0	1	1
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	4	1	8	4





Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	20	\$100.00	14	\$70.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	20	\$100.00	14	\$70.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	27	495	0	0
Outstanding from the previous reporting period	1	689	0	0
Total	28	1184	0	0
Closed during the reporting period	25	491	0	0
Carried over within negotiated timelines	2	4	0	0
Carried over beyond negotiated timelines	1	689	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 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	
Disclose entirely	11	2	2	0	0	0	0	15
Disclose in part	7	2	0	0	0	0	0	9
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	1	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
Total	18	5	2	0	0	0	0	25

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 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	
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



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	1	12	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	1	12	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
0	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 an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	2	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		\$251,381
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$251,381

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.600
Part-time and casual employees	0.720
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.120
Total	3.440

Note: Enter values to three decimal places.



Annex C: Supplemental Statistical Report

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

Name of institution: Canadian Space Agency

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	4	0	4
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	4	0	4

1.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

