

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

2025-2026

Canadian Space Agency | Agence spatiale canadienne

Canada

Annual Report to Parliament – Access to Information Act – 2026

Ce document est également offert en français sous le titre Rapport annuel au Parlement 2026-2027 – Loi sur l’accès à l’information – 2026

© His Majesty the King in Right of Canada, as represented by the Minister of Industry and Minister responsible for Canada Economic Development for Quebec Regions, 2026

Catalogue Number: ST96-5E-PDF.

ISSN: 2293-9776

Table of Contents

1. Introduction 4
    1.1 Mandate of the CSA 4
    1.2 Mission 5
2. Organizational Structure 5
    2.1 Evolving Role of the ATIP Office 6
    2.2 Request Processing Procedure 6
    2.3 Service Agreements 7
3. Delegation Order 7
4. Performance under Part 1 of the *Access to Information Act*, 2025-2026 7
    4.1 Processing Times 8
    4.2 Requests Received and Carried Forward 8
    4.3 Sources of Requests 9
    4.4 Disposition of Requests 10
    4.5 Exemptions and Exclusions 10
    4.6 Format of Information Disclosed 11
    4.7 Pages Reviewed and Disclosed 11
    4.8 Consultations 12
    4.9 Extensions 12
    4.10 Consultations Received from Other Federal Institutions 13
    4.11 Consultations Regarding Cabinet Confidences 14
    4.12 Informal Requests 14
    4.13 Complaints and Declining to Act on a Request 15
5. Training and Awareness 15
6. Policies, Guidelines and Procedures 16
7. Initiatives and Projects to Improve Access to Information 17
8. Summary of Key Issues and Actions Taken on Complaints 18
9. Proactive Publication under Part 2 of the ATIA 18
10. Monitoring Compliance 22
11. Conclusion 23
Annex: Delegation Order 24

1. 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 by 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. It provides an overview on the activities of the Canadian Space Agency (CSA) during the reporting period of April 1, 2025 to March 31, 2026.

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

1.1 Mandate of the CSA

The CSA reports to the Minister of Industry and Minister responsible for Canada Economic Development for Quebec Regions. 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*".

1.2 Mission

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

To fulfill 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.

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

2. 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 Chief Information Officer who reports to the Vice-President Corporate Strategy and Innovation, and Chief Financial Officer. The Access to Information and Open Government Coordinator is overseen by the Director of Cybersecurity and Information Management.

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 (TBS) 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 and 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.

As of March 31, 2026, the ATIP Office was comprised of 5 full-time employees which include: 1 ATIP coordinator, 2 senior officers and 2 analysts.

2.1 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*.

The CSA is organized to fulfill its responsibilities under the *Access to Information Act*, including Part 2 on Proactive Publication, through a collaborative structure involving several key sectors. The ATIP Office plays a central coordinating role, working with departmental officials and specific sectors to meet the legislative requirements outlined in Sections 74 to 78 and 82 to 88 of the *Act*.

Responsibility for proactive publication is shared amongst the ATIP Office, Open Government Office, Correspondence, Finance, Human Resources and the Policy sector. The ATIP Office ensures compliance with the *Act* and verifies the accuracy and completeness of the published information. For a breakdown of the sector(s) responsible for meeting each proactive publication requirement, refer to section 9 “Proactive Publication under Part 2 of the *ATIA*” on page 19.

2.2 Request Processing Procedure

When it receives a request under the *Act*, the ATIP Office consults the appropriate Office of Primary Interest 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, TBS and other institutions.

Once the documents have been analyzed and the consultations are completed, the ATIP Office recommends the application of exemption(s) to the Chief Information Officer of the CSA, who 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.

2.3 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.

The CSA was not party to any agreement for services under the portfolio of the Minister of Industry and Minister responsible for Canada Economic Development for Quebec Regions.

3. Delegation Order

Under the *Act*, the head of the CSA is the Minister of Industry and Minister responsible for Canada Economic Development for Quebec Regions. 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 the Annex of this report.

The Delegation Order in effect during the 2025-2026 reporting period was modified and approved in October 2025. The instrument identifies powers that are delegated to the Chief Information Officer, Director of Cybersecurity and Information Management, and the Access to Information and Open Government Coordinator.

4. Performance under Part 1 of the *Access to Information Act*, 2025-2026

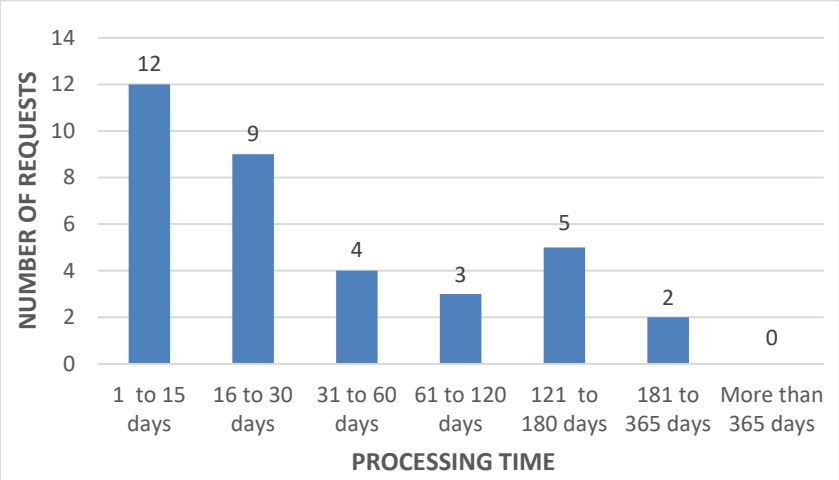
Between April 1, 2025 and March 31, 2026, the CSA completed 35 requests, 45 informal requests and 24 consultation requests pursuant to the *Access to Information Act*. The CSA completed all 34 requests within the legislative time limits outlined in the *Act* which represents a 97% compliance response rate.

4.1 Processing Times

During the reporting period, the CSA completed 21 of the 35 requests (60%) within the first 30 days: 12 requests (35%) within 1 to 15 days and 9 requests (25%) within 16 to 30 days. The remaining 14 requests were extended past the original 30-day deadline due to volume and impact on operations and to conduct consultations with stakeholders.

The following table illustrates the processing times of requests that were completed under the *Access to Information Act* during the reporting period of 2025-2026:

Processing Times, Requests 2025/26

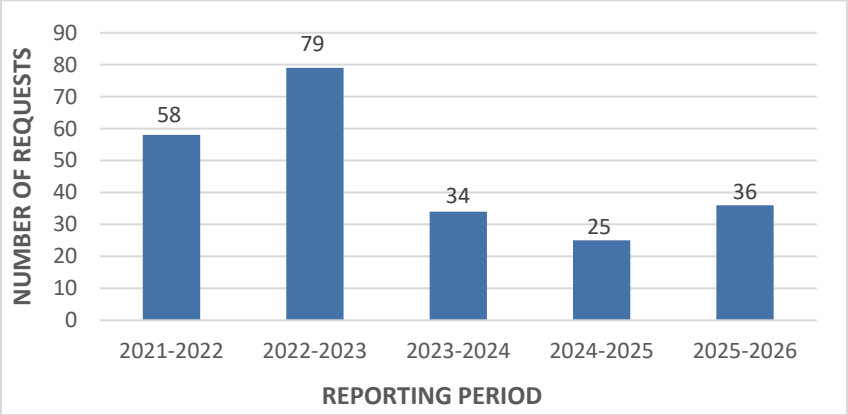


4.2 Requests Received and Carried Forward

The number of Access to Information *Act* requests received in 2025–2026 increased by 10 compared to the previous fiscal year. At the conclusion of the 2025-2026 reporting period there were 5 requests carried forward to the next reporting period. All 5 requests were still within legislated timelines.

The following table illustrates the trend in number of requests received under the *Access to Information Act* from 2021-2022 to 2025-2026:

Number of Requests Received 2021/22 to 2025/26



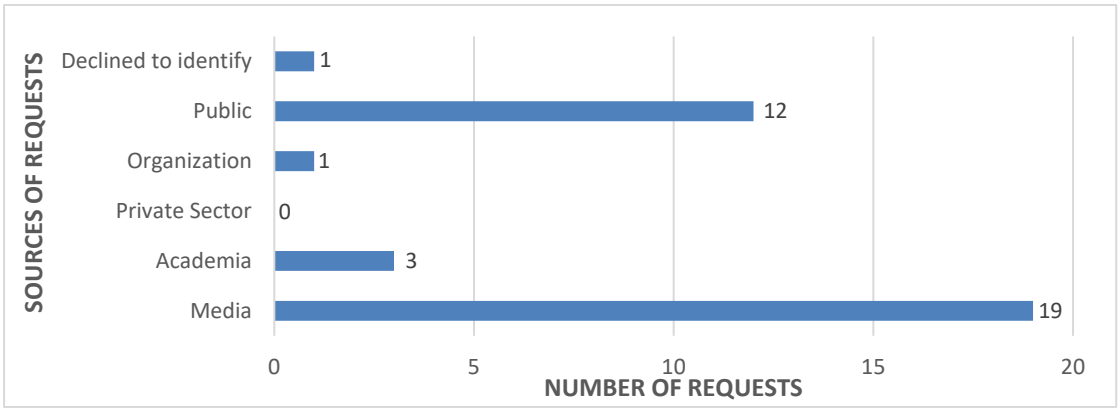
4.3 Sources of Requests

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

In 2025–2026, media requests accounted for 53% of all requests received, representing an increase of 36% compared to the previous year. Public requests increased from 20% to 33%, while academic requests remained the same at 8%. Additionally, the “decline to identify” category decreased drastically to 3%, compared to 36% last year.

The following table lists the sources of requests received during the 2025-2026 reporting period:

Sources of Requests 2025/26

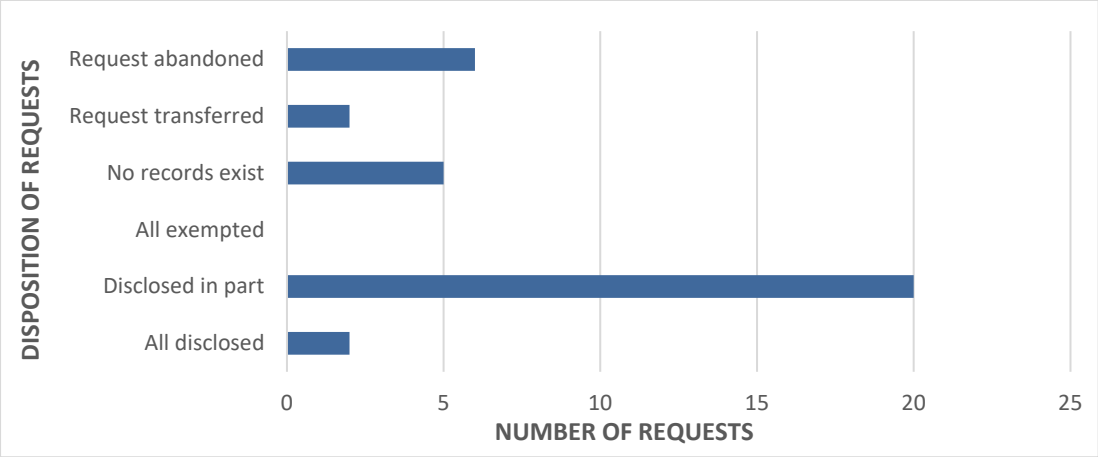


4.4 Disposition of Requests

Within the 35 requests completed this year, records were identified in response to 22 requests. Of these, 2 requests (6%) were disclosed in full without any exemption or exclusion and 20 requests (57%) were partially disclosed. In addition, there were 5 requests (14%) where no records were located, 6 requests (17%) were abandoned by the requester, 2 requests (6%) were transferred to other government departments, and no requests were totally exempted.

The following table illustrates the disposition of completed requests during the 2025-2026 reporting period:

Disposition of Requests 2025/26



4.5 Exemptions and Exclusions

The *Act* prescribes several 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 one exemption and exclusion may apply within a single request.

Within the 35 requests completed by the CSA this fiscal year; a total of 20 requests required an exemption pursuant to the *Act*. The most common exemption was section 21 (government operations) which was applied in 33 instances, followed by section 20(1) (third party) which was applied in 16 instances. The third most applied exemption was section 19 (1) (personal information) which was applied in 14 instances.

The following table shows the frequency of exemptions and exclusions invoked:

Exemption and exclusion:	Frequency
13(1) Information obtained in confidence	3
15(1) International affairs and defence	6
16(1) Law enforcement and investigations	1
16(2) Security	6
18(b) Economic interests	1
19(1) Personal information	14
20(1) Third party information	16
21(1) Operations of government	33
22 Testing procedures, tests and audits	3
23 Solicitor/client privilege	3
69(1) Cabinet confidence	8

4.6 Format of Information Disclosed

In 2025–2026 a total of 22 requests resulted in the disclosure of records. All requests were disclosed electronically.

As in previous years, there were no instances of the CSA's reading room being utilized.

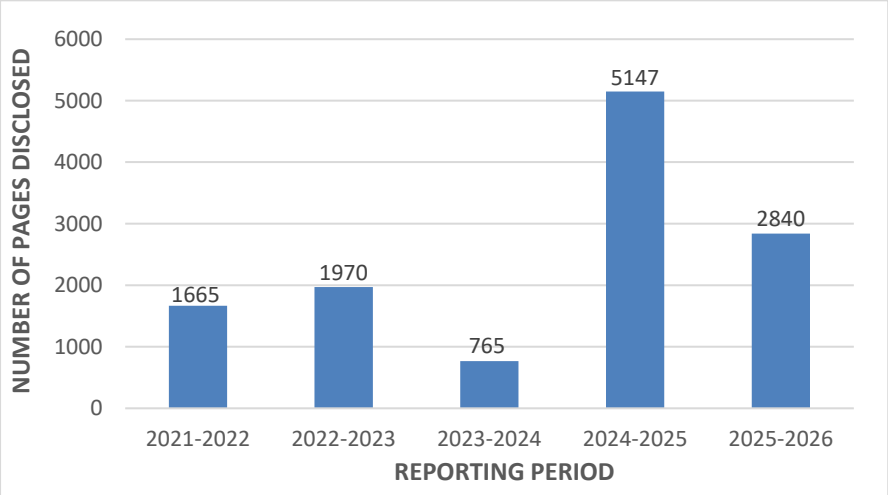
4.7 Pages Reviewed and Disclosed

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

In 2025-2026, the number of pages disclosed decreased significantly by half compared to the previous year. More specifically, a total of 2840 pages were disclosed in comparison to 5147 in 2024–2025. This substantial decrease is also reflected in the average number of pages disclosed per request, from 271 pages in 2024-2025 to 129 pages in 2025-2026.

The following table illustrates the trend in number of pages disclosed over 5 fiscal years:

Number of Pages Disclosed 2021/22 to 2025/26



4.8 Consultations

Due to its collaboration with various partners on multiple projects, the CSA often collects or receives third-party information. In accordance with the purpose of the *Act*, the CSA consults third parties, as well as other federal institutions, to provide as much information as possible. As a result, it is not uncommon for requests to require extensions beyond the legislative time limit. The complexity of these requests is further demonstrated by the need to consult with multiple stakeholders in some instances.

In 2025–2026, 15 requests were considered complex and required consultations or legal advice. This number has increased compared to the previous fiscal year, where only 10 requests required consultations.

4.9 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, the large number of records must unreasonably interfere with the operations of the government institution. An extension is also possible if consultations are necessary to comply with the request or if a third-party consultation must be undertaken pursuant to subsection 27(1).

This year 10 requests (30%) were extended past the original 30-day time limit compared to 13 requests in 2024–2025. Of these requests, 6 required consultations due to the

application of section 69 (Cabinet confidence) and 10 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 requester and the Information Commissioner of Canada.

4.10 Consultations Received from Other Federal Institutions

In 2025–2026, the CSA received 24 consultation requests from other departments compared to the previous year which was 11 consultations. The CSA completed all 24 consultations in 2025-2026 and none were carried over to the following fiscal year.

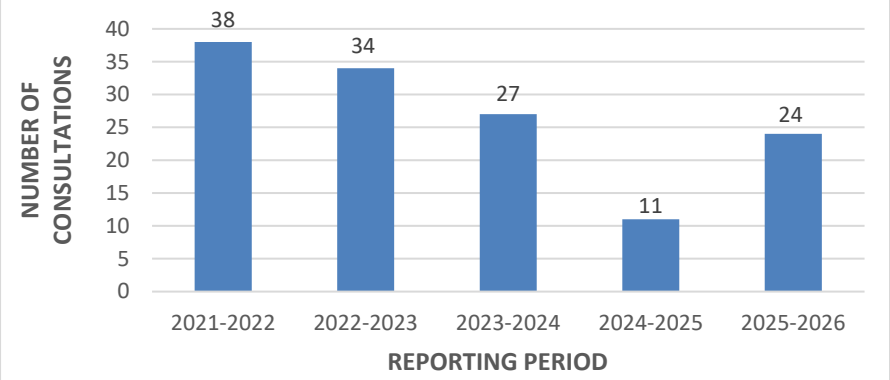
Overall, the number of pages processed as part of these consultations has increased from 834 pages in 2024–2025 to 8182 pages in 2025–2026. The average pages per request increased from 75 to 340 between 2024–2025 and 2025–2026.

Consultation response times were as follows:

- 16 consultations (67%) received a reply within 1 to 15 days;
- 6 consultations (25%) received a reply within 16 to 30 days; and
- 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 5 fiscal years:

Number of Consultations Received 2021/22 to 2025/26



4.11 Consultations Regarding Cabinet Confidences

In 2025-2026, 7 requests received by the CSA required consultation with Justice Canada Departmental Legal Services for the application of exclusions pursuant to section 69 of the *Act*.

4.12 Informal Requests

In alignment with Open Government principles of transparency 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 requests of interest to them and request them directly from the CSA.

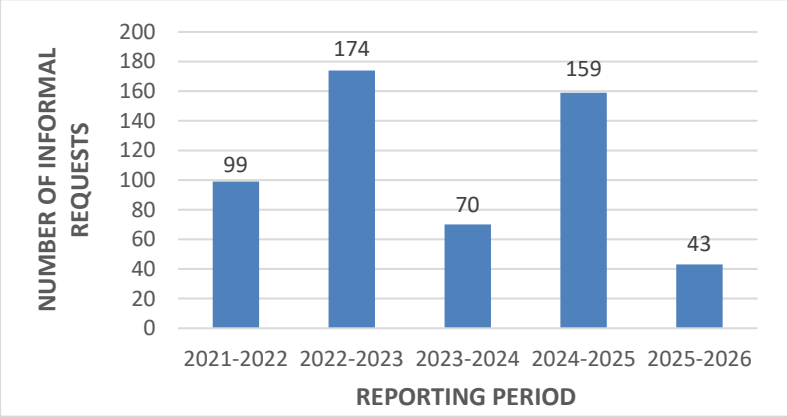
In addition, since the *Act* does not apply to these re-releases, there are no fees imposed. As a result, legislative timelines do not apply, and the requester does not have the right to file a complaint with the Office of the Information Commissioner of Canada.

In 2025-2026, a total of 43 requests were submitted through this portal. All requests were submitted electronically following the proactive disclosure of completed access requests. The number of informal requests processed in 2025-2026 significantly decreased from the previous year, with 43 requests received compared to 159 last year.

Regarding response timelines, 27% of requests were answered within 15 days or less, while the remaining 73% were answered within 16 to 30 days. The TBS Open Government Portal has contributed positively to an increase in the efficiency of requests, since requesters can submit electronically making it easier to access documents that are already published.

The following table illustrates the number of informal requests received over 5 fiscal years:

Number of Informal Requests Received 2021/22 to 2025/26



4.13 Complaints and Declining to Act on a Request

In 2025–2026, 1 complaint was received and remained active at the end of the fiscal year.

Under subsection 6.1 of the *Access to Information Act*, the head of a government institution may seek the Information Commissioner of Canada's approval to decline to act on a request that is deemed vexatious, made in bad faith, or otherwise constitutes an abuse of the right of access.

The prior approval of the Information Commissioner is required before a government institution may decline to act on an access request. During 2025–2026, the CSA did not submit any application to the Information Commissioner seeking authorization to decline to act on a request.

5. Training and Awareness

In addition to managing requests the ATIP Office provides guidance and advice on complying with the *Act*. This guidance is presented to all CSA employees but also to targeted professional groups such as: Human Resources, Information Technology, Contracting and 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 ATIP awareness training throughout the Agency. More than 230 employees participated in 7 bilingual courses which covered the following topics:

- Privacy Compliance Exercise;
- Privacy consideration in Artificial Intelligence;
- Privacy and Compliance with TBS Direction on Prescribed Attendance in the Workplace;
- Advice on recordings (cameras, MS Teams);
- Access to Information 101; and
- Privacy 101.

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.

Looking ahead to next fiscal year, the ATIP Office collaborated with the CSA Learning team to develop a mandatory Access to Information and Privacy training course. This work included drafting course materials and developing content to enhance employee awareness of their responsibilities under the *Access to Information Act*, *Privacy Act* and related policies and procedures. The course will be hosted on the Canada School of Public Service (Brightspace) platform and will be rolled out to all employees of the CSA beginning in June 2026.

6. 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 2025–2026, the ATIP Office continued to develop several guidance documents on the application of the *Act*.

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.

To meet proactive publication requirements under Part 2 of the *Access to Information Act*, the CSA uses both manual processes and automated systems to comply with mandatory deadlines. Disclosures such as completed ATIA requests, briefing note titles, and travel

and hospitality are completed manually and uploaded to the TBS Open Government Portal. In contrast, disclosures of contracts over $25,000 and Grants and Contributions are automated through the Unitas system and directly uploaded to the TBS Open Government Portal.

7. Initiatives and Projects to Improve Access to Information

The CSA continues to use the ATIP Online Request Service platform managed by the Treasury Board Secretariat 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 2026-2027. This new system will allow the ATIP Office to implement technological upgrades and innovations that will improve services (for example, automation of administrative tasks). Throughout the 2025-2026 fiscal year, the ATIP Office worked to complete a data migration exercise from the legacy system to the new software. The data migration exercise was completed, and the new system was fully implemented on March 31st, 2026.

To strengthen transparency and advance public access to government information, the Open Government team developed the Open Government Roadmap (2024–2027), which outlines strategic actions to reinforce the CSA's commitment to open-by-default principles. As part of this roadmap, several documents were proactively published on the TBS Open Government Portal without the need for a formal request.

Notable publications include Stratos Mission Open Data: 2022, 2023 and 2025; as well as Alouette and ISIS historical narrative. These releases demonstrate the CSA's commitment to Open Government principles and increasing transparency through the sharing of information.

The ATIP Office is also a member of the Access to Information and Privacy Communities Development Office (APCDO) since its inception in 2022-2023. The APCDO is an initiative led by the TBS with membership open to ATIP offices across the federal public

service. The goal of the APCDO is to enhance the capacity of ATIP offices to provide Canadians with access to government information in a timely manner by attracting new talent to ATIP offices and providing ATIP professionals with centralized training and professional development programs. In 2025-2026 employees of the CSA's ATIP Office benefited from attending several APCDO training sessions tailored to the community thereby enhancing knowledge and skills.

8. Summary of Key Issues and Actions Taken on Complaints

In 2025-2026, 1 complaint was received and remained active at the end of the fiscal year.

Furthermore, no applications or appeals were filed with the Federal Court or Federal Court of Appeal during the reporting period.

9. Proactive Publication under Part 2 of the ATIA

The ATIP Office collaborates 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.

The responsibility for proactive disclosure is shared with the following sectors: Open Government Office, Correspondence, Finance, Human Resources and Policy. The ATIP Office works in collaboration with these sectors to ensure compliance with the *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 collaborate with program leads, senior management and the Correspondence team to review and publish summaries of completed access to information requests.

In the 2025-2026 fiscal year, the CSA met all proactive publication requirements at a compliance rate of 100%. Additionally, the Open Government Office (in collaboration with the ATIP Office) undertook a compliance review of proactive publication of contracts over $10,000. This comprehensive review resulted in the verification and increased accuracy of contracts being proactively disclosed.

The Policy sector is responsible for preparing transition materials for each new Deputy Minister. In the reporting period of 2025-2026 there were no new incoming deputy heads.

The proactive publishing requirements of ministerial information in accordance with subsections 74(a), 74(b), 74(c), 74(d), and sections 75, 76, 77 do not apply to the CSA. Instead, these requirements are published by the Department 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, *Access to Information Act*, 2025-2026						
Legislative requirement	**Section of ATIA**	**Publication timeline**	**Does requirement apply to your institution? (Y/N)**	**Internal group(s) or positions(s) responsible for fulfilling requirement**	**% of proactive publication requirements published within legislated timelines**	**Proactive publication (link)**
Apply to all Government Institutions as defined in section 3 of the *Access to Information Act*						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Finance	100%	Government Travel Expenses
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Finance	100%	Government Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Correspondence, Open Government, Finance and Policy	100%	Reports to Parliament
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the *Financial Administration Act*						

Proactive Publication Requirements Table, *Access to Information Act*, 2025-2026						
Legislative requirement	**Section of ATIA**	**Publication timeline**	**Does requirement apply to your institution? (Y/N)**	**Internal group(s) or positions(s) responsible for fulfilling requirement**	**% of proactive publication requirements published within legislated timelines**	**Proactive publication (link)**
Contracts over $10,000	86	Q1-3: within 30 days after the quarter Q4: within 60 days after the quarter	Y	Finance	100%	Government Contracts over $10,000
Grants & Contributions over $25,000	87	Within 30 days after the quarter	Y	Finance	100%	Grants and Contributions
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Y	Correspondence, Open Government and Policy	N/A	New or Incoming Deputy Heads This requirement was not applicable in 2025-2026
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	Y	Correspondence, Open Government and Policy	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	Y	Correspondence, Open Government and Policy	N/A	Parliamentary Committee appearances for deputy heads This requirement was not applicable in 2025-2026
Applies to government institutions that are departments named in Schedule I to the *Financial Administration Act* or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	Y	Human Resources	100%	Government Position Reclassifications
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						

Proactive Publication Requirements Table, *Access to Information Act*, 2025-2026						
Legislative requirement	**Section of ATIA**	**Publication timeline**	**Does requirement apply to your institution? (Y/N)**	**Internal group(s) or positions(s) responsible for fulfilling requirement**	**% of proactive publication requirements published within legislated timelines**	**Proactive publication (link)**
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N		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		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 Common in June and December	N		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		N/A	Not an institutional requirement
Ministerial Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N		N/A	Not an institutional requirement
Ministerial Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N		N/A	Not an institutional requirement
Ministerial Contracts over $10,000	77	Q1-3: Within 30 days after the quarter	N		N/A	Not an institutional requirement

Proactive Publication Requirements Table, *Access to Information Act*, 2025-2026						
Legislative requirement	**Section of ATIA**	**Publication timeline**	**Does requirement apply to your institution? (Y/N)**	**Internal group(s) or positions(s) responsible for fulfilling requirement**	**% of proactive publication requirements published within legislated timelines**	**Proactive publication (link)**
		Q4: Within 60 days after the quarter				
Ministers' Offices Expenses	78	Within 120 days after the fiscal year	N		N/A	Not an institutional requirement

10. Monitoring Compliance

The CSA ATIP Office engages regularly with departmental officials at various levels to ensure requests are processed in a timely and efficient manner. Meetings are held regularly with CSA sectors and analysts to ensure that timelines are respected. 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 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 within the CSA who may have interest in the subject matter of the request.

In delivering its mandate, the CSA ATIP Office is involved in many horizontal initiatives and recommendations. The ATIP Office works collaboratively with CSA sectors to ensure that privacy requirements are reflected in contracts, memorandum of understanding, 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.

To monitor the timeliness, accuracy, and completeness of proactive disclosures under Part 2 of the *Access to Information Act*, the CSA has implemented a structured monitoring process coordinated by the Open Government Office and the ATIP Office.

Under this structured process, the Open Government Office developed and documented internal procedures in collaboration with program sectors responsible for proactive disclosure, such as Finance, Human Resources, Policy, and Correspondence.

These procedures establish clear roles, responsibilities, and timelines for each type of mandatory disclosure required under Sections 74 to 78 and 82 to 88 of the *Act*.

Monitoring is conducted on an ongoing basis and includes:

- Regular communication with responsible sectors following each required publication cycle;
- Monthly and quarterly reviews of upcoming and overdue publications;
- Routine email reminders and follow-ups to ensure timely submission of content for publication; and
- Scheduled meetings between the Open Government team and sectoral leads to address outstanding issues and reinforce compliance expectations.

The accuracy and completeness of published content are verified prior to publication through a validation process involving the responsible sector and the ATIP Office. The Open Government Office also collaborates closely with program leads, senior management, and the Correspondence team to ensure alignment, resolve issues, and uphold quality standards throughout the publication process.

This proactive and coordinated approach ensures that the CSA consistently meets its obligations for proactive disclosures under Part 2 of the *Access to Information Act* with a high standard of accuracy, completeness, and timeliness.

11. Conclusion

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

Annex: Delegation Order

Approved in October 2025

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) 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

Position / Poste	***Access to information Act and Regulations / Loi sur l'accès à l'information et règlements***	***Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements***
Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, Cybersecurity and Information Management / Directeur(trice), Cybersécurité et gestion de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Manager, Access to Information and Open Data/ Gestionnaire, 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

Signed this / Signé ce 4th **day of / jour de** October **2025,**

The Honourable Mélanie Joly / L'honorable Mélanie Joly
Minister of Industry / Ministre de l'Industrie