



**ANNUAL REPORT TO
PARLIAMENT ON THE ACCESS TO
INFORMATION ACT FOR THE
PERIOD OF APRIL 1, 2023 TO
MARCH 31, 2024**



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INTRODUCTION

The *Access to Information Act* (R.S.C. 1985, c. A-1) came into force on July 1, 1983. It grants Canadian citizens, permanent residents and persons residing in Canada the right to access information contained in federal government records, except for those types of information that are subject to exceptions or exclusions. Section 94 of the *Access to Information Act* requires that the head of each federal agency submit an annual report to Parliament on the administration of the Act within its institution during the fiscal year.

1. Description of the report

This report is submitted pursuant to section 94 of the *Access to Information Act*. It provides an overview of the activities carried out by the Quebec Port Authority (hereinafter referred to as “the Authority”) in the area of access to information during the reference period from April 1, 2023 to March 31, 2024.

The Authority, a not-for-profit shared governance organization, was established on May 1, 1999, following the adoption of the *Canada Marine Act*.

2. The Mission

The mission of the Authority is to promote and develop maritime trade, to serve the economic interests of the Québec City region and of Canada, and to ensure its profitability in a way that respects both the community and environment.

3. Vision 2035

The Authority’s 2035 Vision consists of:

To be a port recognized by citizens for its responsible management of port lands and its activities, as well as respect for the environment and protection of biodiversity, while positioning itself as a global leader in establishing sustainable supply chains for a more resilient economy. The best of four worlds:

- Become a leader in community engagement;
- Innovate and consolidate our position as a global player and port at the forefront of change;
- Commit to a more sustainable world by becoming a trailblazer in the energy transition and the fight against climate change;
- Move forward together by becoming an employer of choice that is humanly committed.



4. Organizational structure

From April 1, 2023 to January 26, 2024, the Vice-President, Legal and Corporate Secretary acted as the *Access to Information Act* coordinator for the Authority and held delegated authority for the Authority. (See delegation of authority attached to Appendix "B"). For the period from January 27, 2024 to March 31, 2024, it is the Vice-President, operations and acting Vice-President, Legal and Corporate Secretary who acted as the *Access to Information Act* Coordinator for the Authority and held delegated authorities (see delegation attached in Appendix "B-1").

As per established practice, all formal access to information requests is sent to the Authority through the email address demande-acces@portquebec.ca, which is monitored daily by the Authority's Access to Information Officer, and, in collaboration with the Coordinator, ensures that all requests are processed expeditiously in accordance with the provisions of the Act. To ensure a higher level of confidentiality, a separate file is created for each request.

With respect to the description of any service contract under section 96 of the *Access to Information Act*, the Authority did not provide any services related to access to information during this reporting period.

For proactive disclosures, disclosure is made by the direction of legal affairs for members of the Authority's management via the Government of Canada website (<https://registry.open.canada.ca/>) for travel and hospitality expenses that have been duly approved by the Authority.

It is worth mentioning, however, that a revision of the internal procedures pertaining to proactive disclosures currently in place within the Authority is underway. The purpose of this review is to optimize the internal processing of these disclosures in accordance with section 82 of the Act.

5. Delegation of authority

For the period from April 1, 2023 to January 26, 2024, the *Access to Information Act* coordinator was Yannick Landry, Vice-President, Legal Affairs and Corporate Secretary, who was responsible for decision-making regarding the application of the various provisions of the *Access to Information Act*. (See delegation of authority attached as Appendix "B"). For the remainder of the period ending March 31, 2024, this role was delegated to Pascal Raby, Vice-President, Operations and acting Vice-President, Legal Affairs and Corporate Secretary (see delegation of authority attached in Appendix "B-1").

6. Highlights of the 2023-2024 Statistical Report

Interpretation of the statistical report :

- Percentage of requests answered within the time limits prescribed by the Act, number of requests received and number of active requests on the last day of the reporting period (section 6.1);
- Number of pages processed and disclosed (section 6.2);
- Exceptions and exclusions (section 6.3);
- Processing time section 6.4);
- Extension of time (section 6.5);
- Consultation (section 6.6);
- Expenses (section 6.7);
- Costs (section 6.8);

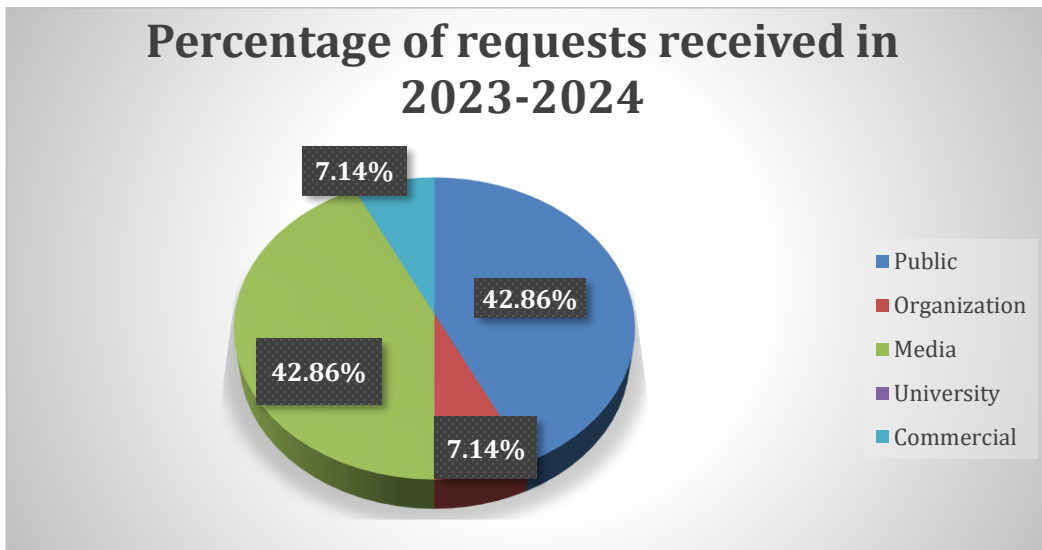
- Percentage of requests for which the disposition of documents was a “full disclosure” and the percentage for which the disposition of documents was a “partial disclosure” (section 6.9);
- TBS Forms (Appendix D)

The Authority’s statistical report on the *Access to Information Act* is included in Appendix A of this report as per the form issued by the Government of Canada.

6.1 Percentage of requests answered within the time limits prescribed by the Act, number of requests received and number of active requests on the last day of the reporting period

Between April 1, 2023 and March 31, 2024, the Authority received fourteen (14) formal requests. These originate from the public, media, academic and commercial sectors and are represented as follows:

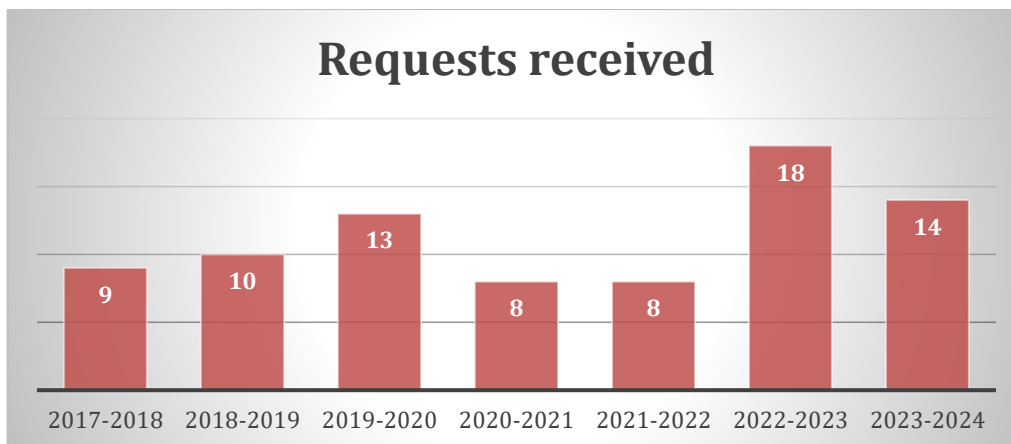
Source	Number	Percentage
Public	6	42,86%
Organization	1	7,14%
Media	6	42,86%
University	0	0%
Commercial	1	7.14%



Compared to the previous year, from April 1, 2022 to March 31, 2023, the Authority had processed eighteen (18) requests under the *Access to Information Act*. This is a decrease of twenty-two percent (22%) for the year 2023-2024.

The chart below shows the applications received for the years 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023 et 2023-2024.





At the end of 2023-2024, out of fourteen requests received, one (1) request was still being processed due to the proximity of the date of the request with the end date of the period covered by this report.

6.2 Number of pages processed and disclosed

For the reporting period, the number of pages processed was fifty-four thousand eighty-nine (54,089) and the number of pages provided was three thousand two hundred forty-eight (3,248). Some passages of the texts have been redacted in accordance with the disclosure exceptions provided for by the Act.

For the previous period, from April 1, 2022 to March 31, 2023, forty-nine thousand two hundred and twenty-four (49,224) pages were processed and one hundred and seven (107) pages were provided. Some passages were also redacted under the disclosure exceptions provided for in the Act.

6.3 Exceptions et exclusions

The *Access to Information Act* provides for a number of exceptions and exclusions under which the Authority may or must refuse to disclose certain information.

For the years 2023-2024, the Authority has invoked the following exceptions:

- Articles 18 a) and 18 b)
- Section 20(1)(c)
- Article 19(1)
- Article 20(1)b).

6.4 Processing time

During the reference period:

- one (1) request was processed within a maximum of fifteen (15) days)
- seven (7) fifteen to thirty (15 to 30) days
- two (2) thirty-one to sixty (31 to 60) days



- none sixty-one (61) to one hundred and twenty (61 to 120) days
- none of 121 to 180 days
- two (2) days from one hundred eighty-one to three hundred sixty-five (181 to 365) days
- three (3) days or more than three hundred and sixty-five (365) days.

6.5 Extension of time

No request for the period in question was extended.

6.6 Consultation

The Authority was consulted by two (2) organizations for two (2) separate requests during this reporting period.

6.7 Costs

The estimated total cost of administering the *Access to Information Act* for the Authority is estimated at thirty-four thousand three hundred and ninety-eight dollars (\$34,398). These costs include processing of applications, production of the annual report and statistical reports, updating of Info Source, consulting with professionals in the field, as well as overtime.

6.8 Percentage of requests for which the document disposition was a “full disclosure” and the percentage for which the document disposition was a “partial communication”

For the reporting period, the table below represents the percentage of requests where document disposition was a full disclosure and the percentage where document disposition was a partial disclosure.

	%
Request with « Full communication »	20,00%
Request with « Partial communication »	46,67%

7. Training, awareness and capacity building

The Authority remains committed to developing and maintaining a workforce that has specialized skills and will be able to continue to provide the best possible service to both internal and external clients. To this end, the current holder of the position of Coordinator of the *Access to Information and Privacy Act* is also a member of the *Barreau du Québec*.

It is important to note that each new employee in the Authority is met to inform them of the requirements and the applicability of the *Access to Information Act* and the *Privacy Act*. For the current reference period, twenty-two (22) new employees have been trained in the requirements of the *Access to Information Act* and the *Privacy Act*.



8. Policies, guidelines, procedures and initiatives

Each year, the ATIP Secretariat submits to the Treasury Board Secretariat for publication in Info Source updates on the Authority's activities and information holdings.

In 2023–2024, the Authority continued to revise the Info Source chapter based on the activities of the Authority.

8.1 Publicly Available Information and Request Centres

Info Source is a database that provides the public and government employees with relevant information, to give them access to personal information about themselves held by federal institutions. Info Source is intended to help the public access government information and exercise their rights under the *Access to Information Act* and the *Privacy Act*. personal information.

During the reporting period, the Authority completed publication of access to information requests on the Government of Canada website.

As required by the *Access to Information Act*, federal institutions and the Authority must respond to requests for access to information from the public, public or private bodies, etc. The list includes the number of the application in both official languages, the number of pages circulated and whether these pages were distributed in whole or in part. In addition, requests that involve personal information or proprietary information relating to a third party are not included.

Also, the procedure to follow and contact information for the Coordinator and Officer of the *Access to Information Act* and the *Privacy Act* are available on the Authority's website for the public to obtain copies of documents published in response to requests made on the Authority's website can get them.

8.2 Policy Development

During the reporting period, the Authority maintained policies and directives related to access to information and privacy, in accordance with Treasury Board Secretariat requirements.

9. Summary of key issues and actions taken on complaints or audits

For the current reporting period, no complaints were filed with the Information Commissioner.

For the reference period 2023-2024, the Authority received three (3) Section 32 *Access to Information Act* Investigation Notices in respect of which one (1) file is closed and two (2) investigations are still ongoing.

No judicial review applications have been filed with the Federal Court and no appeals have been made to the Federal Court of Appeal.



10. Compliance Monitoring

The Direction of Legal Affairs and Corporate Secretariat monitors the processing time of requests received. First, a file is opened for each application and each of them is entered in a tracking table. This table shows the evolution of requests. Each person who must be contacted to respond adequately to requests received is regularly emailed to ensure that they are responding within the prescribed time frame.

11. Substantial Privacy Breaches

A substantial invasion of privacy involves the collection, use, communication, the unlawful or unauthorized retention or disposal of sensitive personal information that could reasonably be expected to cause serious harm or injury to concerned individuals.

No significant privacy breaches occurred during the reporting period.

12. Privacy Impact Assessment (PIA)

To fulfill its mandate, the Authority must exercise certain responsibilities that require the collection, use and disclosure of personal information. As a custodian of this information, the Authority uses privacy impact assessments as a risk management tool, in accordance with Treasury Board policy.

The Authority has not completed or undertaken any Privacy Impact Assessments (PIA) and therefore no evaluation was sent to the Office of the Privacy Commissioner of Canada during the reporting period.

13. Disclosure made under paragraph 8(2)(e) and (m)

Paragraphs 8(2)(e) and (m) of the *Privacy Act* authorize the disclosure of personal information to various investigative or regulatory bodies, or to federal parliamentarians, or the disclosure of such information for public interest reasons.

The Authority has not been provided with personal information under the foregoing paragraphs and in particular paragraph 8(2)(e) and (m) of the said Act during the reference period 2023-2024.

14. Personal Information Banks

During 2009, the Authority conducted a review of the collection of personal information on the Authority. This review has been conducted on an ongoing basis since then. The personal information files are restructured to better reflect the reality of the Authority.



SCHEDULE « A »

Statistical Report on the *Access to Information Act*





Statistical Report on the Access to Information Act

Name of institution: Québec Port Authority

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		14
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		16
Closed during reporting period		15
Carried over to next reporting period		1
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	0
Business (private sector)	1
Organization	1
Public	6
Decline to Identify	0
Total	14

1.3 Channels of requests

Source	Number of Requests
Online	6
E-mail	8
Mail	0
In person	0
Phone	0
Fax	0
Total	14

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	



• Outstanding from more than one reporting period	0
Total	3
Closed during reporting period	0
Carried over to next reporting period	3

2.2 Channels of informal requests

Source	Number of Requests
Online	3
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	3

2.3 Completion time of informal 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	
0	0	0	0	0	0	0	0

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
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	1	2	0	0	0	0	3
Disclosed in part	0	6	0	0	0	1	0	7
All exempted	1	0	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	1	3	4
Neither confirmed nor denied	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	1	7	2	0	0	2	3	15



4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	5	20,1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	20,2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20,4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
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)	0	16.1(1)(d)	0	19(1)	6	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16,3	0	20(1)(b)	5	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)	0	26	0
16(1)(a)(ii)	0	16,5	0	20(1)(d)	0		
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)	0	69(1)	0	69(1)(g) re (a)	0
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	
0	10	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
54089	3248	15

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	0	0	1	358	1	612	1	1903	0	0
Disclosed in part	1	46	3	1362	1	612	1	1903	1	47293
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	4	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	6	46	4	1720	2	1224	2	3806	1	47293

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	0	0	0	0
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	0	0	0	0



4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	13
Percentage of requests closed within legislated timelines (%)	86,6666667

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
2	2	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	1	0	1
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	1	0	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	2	0	2

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	0	0	0	0
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	0	0	0	0

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	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	14	\$70,00	0	\$0,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	14	\$70,00	0	\$0,00	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	2	115	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	2	115	0	0
Closed during the reporting period	2	115	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	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	1	0	0	0	0	0	0	1
Disclose in part	0	1	0	0	0	0	0	1
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	1	1	0	0	0	0	0	2

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	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

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
3	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	0	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	\$34 398
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$34 398

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,500
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,500

Note: Enter values to three decimal places.



SCHEDULE « B »

Instrument of Delegation of
Authorities *Access to Information
Act and Privacy Act*

Delegation of Powers Tool

Notes regarding delegation

The purpose of this section is to establish the management framework for the *Access to Information Act* and the *Privacy Act*. In accordance with section 73 of the *Privacy Act* and section 73 of the *Access to Information Act*, I the undersigned, Mario Girard, President and CEO of the Québec Port Authority, delegate to its Vice-president, Law and Corporate Secretary, Mr. Yannick Landry, the power to perform the duties of Access to Information and Privacy Coordinator under the following sections of the aforementioned statutes.

Privacy Act

- 8(2)(j) Disclose personal information for research purposes.
- 8(2)(m) Disclose personal information in the interest of the public or a person.
- 8(4) Retain a copy of requests received under paragraph 8(2)(e) and the documents that were transmitted.
- 8(5) Notify the Privacy Commissioner of any disclosure of personal information under paragraph 8(2)(m).
- 9(1) Retain a record of use.
- 9(4) Notify the Privacy Commissioner of consistent uses and update the index accordingly.
- 10 Include personal information in personal information banks.
- 14 Respond to requests for access to personal information within 30 days of receiving them, and give access to the information or notify the applicant otherwise.
- 15 Extend the time limit permitted to respond to a request for access.
- 17(2)(b) Determine whether it is necessary to have the requested information translated.
- 17(3)(b) Alternative format.



- 18(2) As necessary, refuse to disclose personal information contained in a personal information bank designated as an exempt bank.
- 19(1) Refuse to disclose personal information that was obtained in confidence from another government.
- 19(2) As necessary, disclose personal information requested under subsection 19(1) if the government from which the information was obtained consents to the disclosure or makes the information public.
- 20 As necessary, refuse to disclose information the disclosure of which could reasonably be expected to be injurious to the conduct of federal-provincial affairs.
- 21 As necessary, refuse to disclose information the disclosure of which could reasonably be expected to be injurious to the conduct of international affairs or defence.
- 22 As necessary, refuse to disclose information prepared by an investigative body or information the disclosure of which could reasonably be expected to be injurious to the enforcement of any law or the security of penal institutions.
- 22.1(1) The Privacy Commissioner shall refuse to disclose any personal information requested that was obtained or created by the Commissioner or on the Commissioner's behalf in the course of an investigation. [Applies only to the Privacy Commissioner.]
- 22.2 The Public Sector Integrity Commissioner shall refuse to disclose any personal information requested that was obtained or created by the Commissioner or on the Commissioner's behalf in the course of an investigation into a disclosure made under the *Public Servants Disclosure Protection Act* or an investigation commenced under section 33 of that Act. [Applies only to the Public Sector Integrity Commissioner.]
- 22.3 Refuse to disclose personal information requested that was created for the purpose of making a disclosure under the *Public Servants Disclosure Protection Act* or in the course of an investigation into a disclosure under that Act.
- 23 As necessary, refuse to disclose information prepared by an investigative body for the purpose of determining whether to grant security clearances.
- 24 As necessary, refuse to disclose information that was collected by the Correctional Service of Canada or the Parole Board of Canada while the individual who made the request was under sentence for an offence, if the situation corresponds to what is provided for in this section.
- 25 As necessary, refuse to disclose information the disclosure of which could reasonably be expected to threaten the safety of individuals.



- 26 As necessary, refuse to disclose information about an individual other than the individual who made the request, and refuse to disclose such information where the disclosure is prohibited under section 8.
- 27 As necessary, refuse to disclose information that is subject to solicitor-client privilege.
- 28 As necessary, refuse to disclose information that relates to the physical or mental health of the individual who requested it where the examination of the information by the individual would be contrary to the best interests of the individual.
- 31 Receive notice from the Privacy Commissioner of the intention to carry out an investigation.
- 33(2) In the course of an investigation, have an opportunity to make representations to the Privacy Commissioner.
- 35(1) Receive a report from the Privacy Commissioner containing the findings of the investigation, and give notice to the Commissioner of any action taken.
- 35(4) Give a complainant access to personal information after giving notice to the Privacy Commissioner that access will be given, in accordance with paragraph 35(1)(b).
- 36(3) Receive the Privacy Commissioner's report containing the findings of an investigation of an exempt bank.
- 37(3) Receive the Privacy Commissioner's report presenting the findings of the audit of an observation.
- 51(2)(b) Request that hearings pertaining to the cases described in section 51 be heard and determined in the National Capital Region.
- 51(3) Request and have the opportunity to make representations during hearings pertaining to the cases described in section 51.
- 72(1) Prepare an annual report to Parliament.
- 77 Fulfill the responsibilities that are conferred upon the head of an institution under section 77 of the Act and are not mentioned above.



Privacy Regulations

- 9 Provide reasonable facilities and set a time for the examination of personal information.
- 11(2) Provide notification that the requested corrections have been made.
- 11(4) Provide notification that the requested corrections were refused.
- 13(1) As necessary, authorize the disclosure of an individual's personal information relating to their physical or mental health to a duly qualified medical practitioner or psychologist in order that the practitioner or psychologist may provide an opinion as to whether disclosure of the information would be contrary to the best interests of the individual.
- 14 As necessary, disclose to an individual personal information relating to their physical or mental health in the presence of a duly qualified medical practitioner or psychologist.

Access to Information Act

- 4(2.1) Make every reasonable effort to assist people making requests for access to information, respond to their questions accurately and completely, and provide timely access to documents in the format requested.
- 7(a) Notify the person who made the request for access.
- 7(b) Authorize access to the record.
- 8(1) Transfer the request to another institution.
- 9 Extend the time limit.
- 11(2), (3), (4), (5), (6) Additional fees.
- 12(2) Language of access to information.
- 12(3) Access to information in an alternative format.
- 13 Exemptions – Information obtained in confidence.
- 14 Exemptions – Federal-provincial affairs.
- 15 Exemptions – International affairs and defence.
- 16 Exemptions – Law enforcement and investigations.
- 16.1 Exemptions – Records relating to investigations, examinations and audits conducted by the Auditor General, the Commissioner of Official Languages, the Information Commissioner and the Privacy Commissioner.
- 16.2 Exemptions – Records relating to investigations conducted by the Commissioner of Lobbying.



- 16.3 Exemptions – Records relating to investigations and examinations conducted in accordance with the *Canada Elections Act*.
- 16.4 Exemptions – Records relating to investigations conducted by Public Sector Integrity Commissioner.
- 16.5 Exemptions – Records relating to the disclosure of information under the *Public Servants Disclosure Protection Act*.
- 17 Exemptions – Safety of individuals.
- 18 Exemptions – Economic interests of Canada.
- 18.1 Exemptions – Economic interests of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board, and VIA Rail Canada Inc.
- 19 Exemptions – Personal information.
- 20 Exemptions – Third party information.
- 20.1 Exemptions – Third party information obtained by the Public Sector Pension Investment Board.
- 20.2 Exemptions – Third party information obtained by the Canada Pension Plan Investment Board.
- 20.4 Exemptions – Contracts of performing artists or the identity of anonymous donors of the National Arts Centre Corporation.
- 21 Exemptions – Operations of government.
- 22 Exemptions – Auditing procedures.
- 22.1 Exemptions – Audit working papers and draft audit reports.
- 23 Exemptions – Solicitor-client privilege.
- 24 Exemptions – Statutory prohibitions.
- 25 Severability.
- 26 Exemptions – Information to be published.
- 27(1), (4) Notice to third parties.
- 28(1), (2), (4) Notice to third parties.
- 29(1) Disclosure of information on the recommendation of the Information Commissioner.
- 33 Advise the Information Commissioner of the involvement of a third party.
- 35(2) Right to make representations.
- 37(4) Access to be given to a complainant.
- 43(1) Notice to third parties (application for review by the Federal Court).



- 44(2) Notice to the person who requested the record (application for review by the Federal Court, presented by a third party).
- 52(2), (3) Special rules for hearings.
- 71(1), (2) Exclusion of exempt information from manuals.
- 72 Prepare an annual report to Parliament.
- 77 Responsibilities that are conferred upon the head of an institution under section 77 of the Act and are not mentioned above.

Access to Information Regulations

- 6(1) Transfer a request.
- 7(2) Fees relating to search and preparation.
- 7(3) Fees relating to production and programming.
- 8 Give access to records.
- 8.1 Limitations in respect of format.

I signed in the City of Québec, Province of Quebec, this 2th day of May of the year 2022.



Mario Girard
President and Chief Executive Officer



SCHEDULE « B-1 »

Instrument of Delegation of
Authorities *Access to Information
Act and Privacy Act*



Delegation of Powers Tool

Notes regarding delegation

The purpose of this section is to establish the management framework for the *Access to Information Act* and the *Privacy Act*. In accordance with section 73 of the *Privacy Act* and section 73 of the *Access to Information Act*, I the undersigned, Mario Girard, President and CEO of the Québec Port Authority, delegate to its Vice-president, Operations and Vice-president, Law and Corporate Secretary by interim, Mr. Pascal Raby, the power to perform the duties of Access to Information and Privacy Coordinator under the following sections of the aforementioned statutes.

Privacy Act

- 8(2)(j) Disclose personal information for research purposes.
- 8(2)(m) Disclose personal information in the interest of the public or a person.
- 8(4) Retain a copy of requests received under paragraph 8(2)(e) and the documents that were transmitted.
- 8(5) Notify the Privacy Commissioner of any disclosure of personal information under paragraph 8(2)(m).
- 9(1) Retain a record of use.
- 9(4) Notify the Privacy Commissioner of consistent uses and update the index accordingly.
- 10 Include personal information in personal information banks.
- 14 Respond to requests for access to personal information within 30 days of receiving them, and give access to the information or notify the applicant otherwise.
- 15 Extend the time limit permitted to respond to a request for access.
- 17(2)(b) Determine whether it is necessary to have the requested information translated.
- 17(3)(b) Alternative format.



- 18(2) As necessary, refuse to disclose personal information contained in a personal information bank designated as an exempt bank.
- 19(1) Refuse to disclose personal information that was obtained in confidence from another government.
- 19(2) As necessary, disclose personal information requested under subsection 19(1) if the government from which the information was obtained consents to the disclosure or makes the information public.
- 20 As necessary, refuse to disclose information the disclosure of which could reasonably be expected to be injurious to the conduct of federal-provincial affairs.
- 21 As necessary, refuse to disclose information the disclosure of which could reasonably be expected to be injurious to the conduct of international affairs or defence.
- 22 As necessary, refuse to disclose information prepared by an investigative body or information the disclosure of which could reasonably be expected to be injurious to the enforcement of any law or the security of penal institutions.
- 22.1(1) The Privacy Commissioner shall refuse to disclose any personal information requested that was obtained or created by the Commissioner or on the Commissioner's behalf in the course of an investigation. [Applies only to the Privacy Commissioner.]
- 22.2 The Public Sector Integrity Commissioner shall refuse to disclose any personal information requested that was obtained or created by the Commissioner or on the Commissioner's behalf in the course of an investigation into a disclosure made under the *Public Servants Disclosure Protection Act* or an investigation commenced under section 33 of that Act. [Applies only to the Public Sector Integrity Commissioner.]
- 22.3 Refuse to disclose personal information requested that was created for the purpose of making a disclosure under the *Public Servants Disclosure Protection Act* or in the course of an investigation into a disclosure under that Act.
- 23 As necessary, refuse to disclose information prepared by an investigative body for the purpose of determining whether to grant security clearances.
- 24 As necessary, refuse to disclose information that was collected by the Correctional Service of Canada or the Parole Board of Canada while the individual who made the request was under sentence for an offence, if the situation corresponds to what is provided for in this section.
- 25 As necessary, refuse to disclose information the disclosure of which could reasonably be expected to threaten the safety of individuals.
- 26 As necessary, refuse to disclose information about an individual other than the individual who made the request, and refuse to disclose such information where the disclosure is prohibited under section 8.
- 27 As necessary, refuse to disclose information that is subject to solicitor-client privilege.



- 28 As necessary, refuse to disclose information that relates to the physical or mental health of the individual who requested it where the examination of the information by the individual would be contrary to the best interests of the individual.
- 31 Receive notice from the Privacy Commissioner of the intention to carry out an investigation.
- 33(2) In the course of an investigation, have an opportunity to make representations to the Privacy Commissioner.
- 35(1) Receive a report from the Privacy Commissioner containing the findings of the investigation, and give notice to the Commissioner of any action taken.
- 35(4) Give a complainant access to personal information after giving notice to the Privacy Commissioner that access will be given, in accordance with paragraph 35(1)(b).
- 36(3) Receive the Privacy Commissioner's report containing the findings of an investigation of an exempt bank.
- 37(3) Receive the Privacy Commissioner's report presenting the findings of the audit of an observation.
- 51(2)(b) Request that hearings pertaining to the cases described in section 51 be heard and determined in the National Capital Region.
- 51(3) Request and have the opportunity to make representations during hearings pertaining to the cases described in section 51.
- 72(1) Prepare an annual report to Parliament.
- 77 Fulfill the responsibilities that are conferred upon the head of an institution under section 77 of the Act and are not mentioned above.



Privacy Regulations

- 9 Provide reasonable facilities and set a time for the examination of personal information.
- 11(2) Provide notification that the requested corrections have been made.
- 11(4) Provide notification that the requested corrections were refused.
- 13(1) As necessary, authorize the disclosure of an individual's personal information relating to their physical or mental health to a duly qualified medical practitioner or psychologist in order that the practitioner or psychologist may provide an opinion as to whether disclosure of the information would be contrary to the best interests of the individual.
- 14 As necessary, disclose to an individual personal information relating to their physical or mental health in the presence of a duly qualified medical practitioner or psychologist.

Access to Information Act

- 4(2.1) Make every reasonable effort to assist people making requests for access to information, respond to their questions accurately and completely, and provide timely access to documents in the format requested.
- 7(a) Notify the person who made the request for access.
- 7(b) Authorize access to the record.
- 8(1) Transfer the request to another institution.
- 9 Extend the time limit.
- 11(2), (3), (4), (5), (6) Additional fees.
- 12(2) Language of access to information.
- 12(3) Access to information in an alternative format.
- 13 Exemptions – Information obtained in confidence.
- 14 Exemptions – Federal-provincial affairs.
- 15 Exemptions – International affairs and defence.
- 16 Exemptions – Law enforcement and investigations.
- 16.1 Exemptions – Records relating to investigations, examinations and audits conducted by the Auditor General, the Commissioner of Official Languages, the Information Commissioner and the Privacy Commissioner.



- 16.2 Exemptions – Records relating to investigations conducted by the Commissioner of Lobbying.
- 16.3 Exemptions – Records relating to investigations and examinations conducted in accordance with the *Canada Elections Act*.
- 16.4 Exemptions – Records relating to investigations conducted by Public Sector Integrity Commissioner.
- 16.5 Exemptions – Records relating to the disclosure of information under the *Public Servants Disclosure Protection Act*.
- 17 Exemptions – Safety of individuals.
- 18 Exemptions – Economic interests of Canada.
- 18.1 Exemptions – Economic interests of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board, and VIA Rail Canada Inc.
- 19 Exemptions – Personal information.
- 20 Exemptions – Third party information.
- 20.1 Exemptions – Third party information obtained by the Public Sector Pension Investment Board.
- 20.2 Exemptions – Third party information obtained by the Canada Pension Plan Investment Board.
- 20.4 Exemptions – Contracts of performing artists or the identity of anonymous donors of the National Arts Centre Corporation.
- 21 Exemptions – Operations of government.
- 22 Exemptions – Auditing procedures.
- 22.1 Exemptions – Audit working papers and draft audit reports.
- 23 Exemptions – Solicitor-client privilege.
- 24 Exemptions – Statutory prohibitions.
- 25 Severability.
- 26 Exemptions – Information to be published.
- 27(1), (4) Notice to third parties.
- 28(1), (2), (4) Notice to third parties.
- 29(1) Disclosure of information on the recommendation of the Information Commissioner.
- 33 Advise the Information Commissioner of the involvement of a third party.



- 35(2) Right to make representations.
- 37(4) Access to be given to a complainant.
- 43(1) Notice to third parties (application for review by the Federal Court).
- 44(2) Notice to the person who requested the record (application for review by the Federal Court, presented by a third party).
- 52(2), (3) Special rules for hearings.
- 71(1), (2) Exclusion of exempt information from manuals.
- 72 Prepare an annual report to Parliament.
- 77 Responsibilities that are conferred upon the head of an institution under section 77 of the Act and are not mentioned above.

Access to Information Regulations

- 6(1) Transfer a request.
- 7(2) Fees relating to search and preparation.
- 7(3) Fees relating to production and programming.
- 8 Give access to records.
- 8.1 Limitations in respect of format.

I signed in the City of Québec, Province of Quebec, this 26th day of January of the year 2024.



Mario Girard
Chief Executive Officer



SCHEDULE « C »

Supplemental Statistical Report
2023-2024 – Ability to receive ATIP
requests and ability to process files

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

Name of institution: Québec Port Authority

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	1	0	1
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	1	0	1

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Access to Information Act*

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	2
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	2

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 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	0	0	0
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	0	0	0

earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 Enter the number of open complaints with the Privacy 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

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
--	----

Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
--	---

Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*



SCHEDULE « D »

Form SCT



Date: July 3, 2024

Institution Name: Québec Port Authority

Re: Attestation Statement for the Submission of the Statistical Reports for 2023-24

Treasury Board Secretariat (TBS):

This document is to attest that all the data entered in the Access to Information Statistical Form, the Privacy Statistical Form and the Supplemental Statistical Form provided for the fiscal year of 2023-24 is complete and accurate in accordance with the guides, business rules, validation checklist and all other reference material provided by the Access to Information and Open Government Policy Division at TBS to the best of my knowledge.

Please accept my institution's submission of these completed statistical reports for the fiscal year of 2023-24.



Signature

Full Name: Sarah-Ève Pelletier

Title: ATIP Coordinator or Delegated Authority (please confirm title on the line below if it is different)

*Must be ATIP Coordinator or higher to sign this Statement

Statistical Reporting Validation Checklist – 2023-24

The following items must be verified by each institution in the statistical reporting forms prior to submitting the completed package to Treasury Board Secretariat (TBS).

The box must be checked beside **each** item below confirming that the validation has been fully completed within the forms. Please include a note under a specific validation item if an explanation is required to justify the situation.

The completed checklist must be sent back to TBS together with the forms for submission or the forms will not be accepted.

<input checked="" type="checkbox"/>	1. There is no red box or red text indicating an error on the forms.
NOTE:	
<input checked="" type="checkbox"/>	2. Sections 2.4, 2.5, 4.5.2, 4.5.4, 4.5.6, 8.1, 8.2 of the ATI form and Sections 2.4, 3.5.2, 3.5.4, 3.5.6, 8.1, 8.2 of the Privacy form – If a number of pages greater than “0” is entered in the “pages/minutes released/re-released/processed/disclosed” columns, there MUST be a number greater than “0” entered in the “Number of Requests” columns to the left of them.
NOTE:	
<input checked="" type="checkbox"/>	3. Section 5 (extensions) of the ATI form – For the dispositions, there is a relationship between Section 4.1 and Section 5.1 and there must be consistency between both tables. If a number greater than “0” is entered in Section 5.1 for a specific disposition, there must be a number greater than “0” entered in Section 4.1 under the same disposition. Example: if “1” is entered under the row “All excluded” under any column for Section 5.1, there must be “1” entered in any column under the row “All excluded” for Section 4.1 as well. Keep in mind that there might be more than one extension per request. Therefore, there might be a “1” under each column for “All excluded” in Section 5.1 but they represent only ONE request in Section 4.1 (only one “1” is found in the row of “All excluded” in this Section).
NOTE:	

ATI Form validation completed

Privacy Form validation completed

4. Time validation in ATI form (same applies to the Privacy form, equivalent section numbers in parenthesis) – Sum of columns 3-7 in Section 4.1 (3.1) minus sum of first column of Section 4.7.2 (3.7.2), this total must be equal to or less than the sum of Section 5.1 (6.1) or Section 5.2 (6.2) (which 2 sections should have the same numbers).

Exception: Column 3 of Section 4.1 (3.1) might include requests that are closed without extensions but that are on time when day 30 falls on a weekend or statutory holiday (will be considered 31, 32 or 33 days but still be closed within legislative timelines). You can compare to Section 4.6.1 (3.6.1) if it is on time but passed the 30-day mark.

My institution had ____0____ requests that fell under this exception for the ATI form in 2023-24.

My institution had ____0____ requests that fell under this exception for the Privacy form in 2023-24.

(Please put a "0" if no request applied to this **exception** for 2023-24.)

NOTE: Due to the workload at that time, we were unable to meet the deadline for 2 requests that were processed for over 30 days.

5. Section 7 of ATI form – In Section 7.1, when the columns 1 and 3 are filled out with a number greater than "0", then there must be a number in columns 2 and 5 of the same row greater than "0" as well.

NOTE:

6. Section 10.2 of the Privacy form – The numbers found in this Section for 2023-24 must be consistent with the numbers provided in the 2022-23 Statistical Report.



Example: if the Privacy form for 2022-23 indicated there are 25 PIBs in total, the next year, there cannot be only 2 PIBs for the same institution. Some PIBs could have been terminated and some could have been created in the last fiscal year but the total number of PIBs should be close to 25 (if not the same) from last year to this year, unless exceptional circumstances arose during that period.

NOTE:

ATI Form validation completed

Privacy Form validation completed

7. Resources and Number of Requests – There must be a reasonable correlation between the number of requests that were closed during the fiscal year (Section 1.1) and the total number of resources included in the last row of Section 11.2 (ATI)/Section 12.2 (Privacy) within the same form.

Example: if 3 requests were closed in total, there cannot be a total of 15 person-years dedicated to the ATI and Privacy activities.

NOTE:

8. Double reporting – It is considered double reporting when Section 11 (ATI) and Section 12 (Privacy) have the same numbers. It might be accurate but only if the institution spent exactly 50%-50% on ATI-Privacy activities. If not, the numbers must be representative of the amount of time spent on each ATI and Privacy activities in the 2023-24 fiscal year.

***Please select the situation that applies to your institution:**

My institution spent exactly 50% of its time on ATI activities and 50% of its time on Privacy activities. Therefore, including the same numbers in both forms is accurate.

OR

My institution spent different portions of the year on each ATI and Privacy activities and both statistical forms represent the exact and accurate percentage of the year spent on each separately.



NOTE:

