



PORT  
QUÉBEC

ANNUAL REPORT  
TABLED IN PARLIAMENT

ACCESS TO INFORMATION ACT

REFERENCE PERIOD  
APRIL 1, 2020, TO MARCH 31, 2021

Canada 

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## 1. INTRODUCTION

The *Access to Information Act* (R.S.C., 1985, c. A-1) came into effect on July 1, 1983. It grants Canadian citizens, permanent residents and people residing in Canada the right to examine information contained in federal government documents, except for the types of information subject to exemptions and exclusions. Section 72 of the *Access to Information Act* requires that the head of every government institution submit to Parliament an Annual Report on the administration of this Act within the institution during the financial year.

This Report is submitted in accordance with section 72 of the *Access to Information Act*. It provides an overview of the activities the Québec Port Authority has carried out pertaining to access to information during the period from April 1, 2020, to March 31, 2021.

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

The mission of the Québec Port Authority is to promote and develop maritime trade, to serve the economic interests of the Québec area and of Canada, and to ensure the Port of Québec's profitability in a way that respects both the community and the environment. The means associated with achieving this mandate are to effectively develop and manage the Québec Port Authority's assets, create industrial activity and commercial growth, innovate in the port and transportation sectors, and preserve port heritage.

## 2. ORGANIZATIONAL STRUCTURE

The Corporate Secretary and Director, Compliance and Legal Affairs acts as Access to Information and Privacy Coordinator for the Québec Port Authority and has the delegated powers to do so. (See the Delegation of powers tool enclosed in Appendix B.)

In accordance with established practices, all formal requests for access to information or to documents are sent directly to the above-mentioned person that ensures all requests are promptly processed in accordance with the provisions of the Act. To ensure an increased level of privacy, a separate file is created for each request.

In accordance with the description of every service agreement pursuant to article 96 of the Access to Information Act, Québec Port Authority did not provide any service under subsection (1) to another government institution during the period from April 1, 2020, to March 31, 2021.

### 3. DELEGATION ORDER

The Access to Information and Privacy Coordinator is Me Karine Hébert, Corporate Secretary and Director, Compliance and Legal Affairs. She is responsible for making decisions with respect to the enforcement of various provisions in the *Access to Information Act* and the *Privacy Act*. (See the Delegation enclosed in Appendix B.)

### 4. HIGHLIGHTS OF THE STATISTICAL REPORT 2020-2021

Interpretation of the Statistical Report:

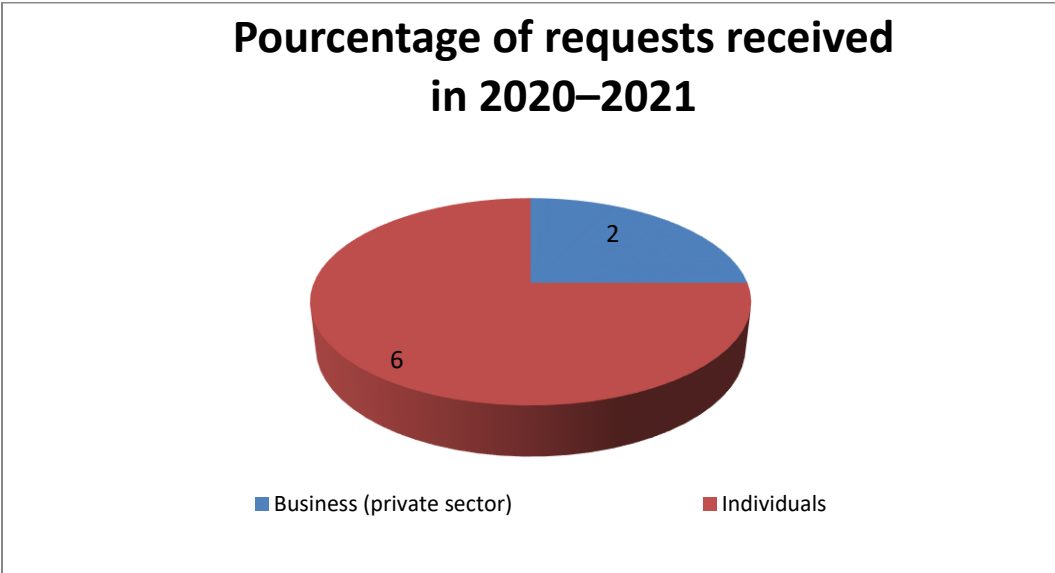
- Number of requests received
- Number of pages processed and disclosed
- Exemptions and exclusions
- Processing time
- Extension of the time limit
- Consultations
- Fees
- Costs
- Percentage of requests for which records were “all disclosed”, and percentage for which records were “disclosed in part
- COVID-19 measures

The Québec Port Authority’s Statistical Report regarding the *Access to Information Act* is available in Appendix A in accordance with form TBS/SCT 350-62 (Rev. 2014/03) issued by the Government of Canada.

#### 4.1. Number of requests received

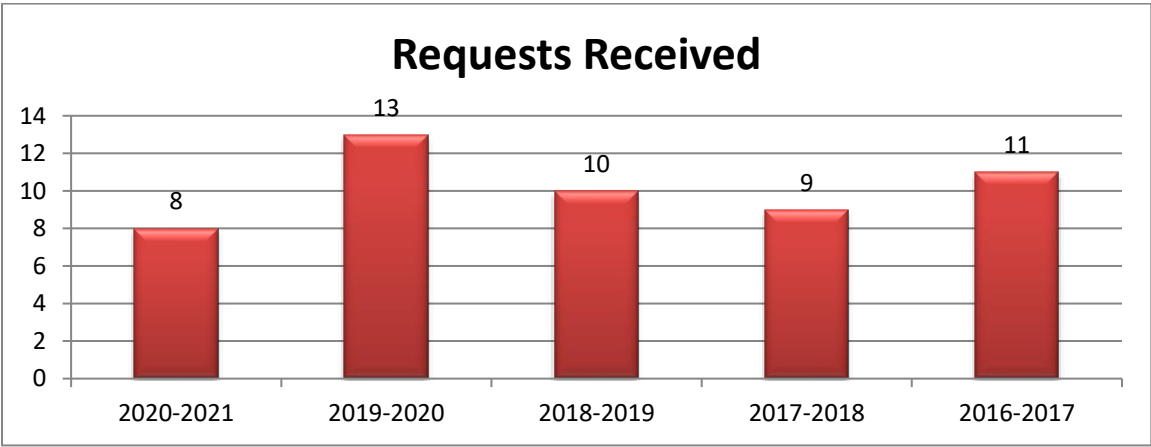
Between April 1, 2020, and March 31, 2021, Québec Port Authority received eight (8) official requests, of which four (4) were abandoned. Requests came from Business sectors and from individuals. Here is the breakdown of these requests:

Source	Number	Percentage
Business (private sector)	2	25%
Individuals	6	75%



In comparison with the previous year, i.e., the period from April 1, 2019, to March 31, 2020, Québec Port Authority had processed thirteen (13) requests under the *Access to Information Act*. That represents a diminution of five (5) requests for 2020-2021.

The chart below shows the number of requests received for the years 2020-2021, 2019-2020, 2018–2019, 2017-2018 and 2016–2017.



**4.2. Number of pages processed and disclosed**

During the reference period, 2167 pages were processed, and 1793 pages were disclosed. Certain excerpts of text that were subject to disclosure exemptions under the Act and were, therefore, redacted.

In the previous period, i.e., the period from April 1, 2019, to March 31, 2020, 414 pages were processed, and 308 pages were disclosed. Certain excerpts of text that were subject to disclosure exemptions under the Act were also redacted during this previous reference period.

**4.3. Exemptions and exclusions**

The *Access to Information Act* provides for some exemptions and exclusions under which the Québec Port Authority can or must refuse to disclose certain information.

For 2020–2021, the Québec Port Authority invoked the following exemptions:

- Sections 18(a), 18(b) and 18(d)
- Sections 20(1) a), 20(1)(b), 20(1)(c) and 20(1)(d)

**4.4. Processing time**

During the reference period, from April 1, 2020 to March 31, 2021, one (1) request was processed and abandoned within a maximum of fifteen (15) days, five (5) requests were processed within a maximum of thirty (30) days, three (3) of which were abandoned. One (1) request have exceeded the statutory deadline and were processed within a maximum of one hundred eighty (180) days for reasons of complexity, large volume of documents to be processed, and external consultation times to obtain the necessary authorizations to transmit the documents in full or in part to meet the request. A notice of extension of time was sent to the applicant, informing him of his right to file a complaint about it with the Information Commissioner, each time the processing time exceeded thirty (30) days.

**4.5. Extension of the time limit**

One (1) request for access to information received for the 2020–2021 period was granted an extension of the time limit. An extension request was approved by the person who made the request.

**4.6. Consultations**

Québec Port Authority was consulted one (1) time by an organization during this reporting period.

**4.7. Fees**

During the 2020–2021 reference period, a total of \$25 in fees was collected to open files.

**4.8. Costs**

The total estimated costs incurred by the Québec Port Authority to enforce the *Access to Information Act* is evaluated to be \$5 000. These costs included, namely, processing requests, producing the Annual Report and Statistical Reports, updating Info Source, consulting professionals in the field as well as overtime.

**4.9 Percentage of requests for which records were “all disclosed”, and percentage for which records were “disclosed in part**

For the reporting period, the table below represents the percentage of requests for which the disposition of the documents was a total disclosure and the percentage for which the provision of the documents was a partial disclosure.

	%
<b>Demand for « Full communication »</b>	14.3%
<b>Demand for « Partial communication »</b>	14.3%

**4.10. COVID-19 Measures**

With respect the operational impact of measures to curb the spread of COVID-19 on processing requests with respect to *Access to Information Act*, it is important to note that since March 13, 2020, the employees of Quebec Port Authority have been working remotely with limited access to physical files. The Authority had the capacity to receive access to information and personal information requests by mail and by email. However, ATIP Staff had limited on-site access for processing physical files (for example, reviewing paper records, scanning, processing incoming and outgoing mail).

## 5. TRAINING AND AWARENESS, AND CAPACITY BUILDING

The Québec Port Authority remains determined to train and retain staff who have specialized skills and could continue to provide the best possible service to both internal and external clients. In this respect, the Access to Information and Privacy Coordinator has a master’s degree in law and is a member of the Barreau du Québec.

It is important to note that, each new employee hired by the Québec Port Authority, attends a meeting with the Access to Information and Privacy Coordinator to receive information about the application of the *Access to Information Act* and the *Privacy Act*.

## 6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

Each year, the Access to Information and Privacy Secretariat submits to the Treasury Board of Canada Secretariat, for the purpose of publication in Info Source, updates about the Québec Port Authority’s activities and information holdings.

In 2020–2021, the Québec Port Authority continued to revise the Info Source chapter in accordance with its activities.

### 6.1 Publicly accessible information and inquiry points

Info Source is a database that provides individuals and employees of the government with relevant information to access personal information about themselves held by government institutions. The purpose of Info Source is to assist individuals in accessing government information and exercising their rights under the *Access to Information Act* and the *Privacy Act*.

In December 2011, the Québec Port Authority began publishing completed requests for access to information on its website. This practice has been carried on until this reporting period. On March 17, 2015, the Québec Port Authority received an instruction to the effect that summaries of completed requests for access to information have to be published on Canada’s Open Government portal ([open.canada.ca](http://open.canada.ca)). Unfortunately, we still have not received, until this reporting period, the information and necessary access to add these requests to the portal as requested by Info Source. Given these circumstances, the Québec Port Authority continues on publishing summaries directly on its website. The Québec Port Authority will also publish the 2019-2020 Annual Report on the *Access to Information Act*.



As set out in the *Access to Information Act*, government institutions such as the Québec Port Authority must respond to requests from individuals, public or private organizations and others for access to information. The list includes the request number in both official languages, the number of pages transmitted and an indication of whether the pages were transmitted in whole or in part. Moreover, requests pertaining to personal or proprietary information related to a third party are not included.

Moreover, if individuals wish to obtain a copy of the documents published in response to requests submitted on the Québec Port Authority’s website, the entire procedure to follow as well as the contact information for the Access to Information and Privacy Coordinator can be found on the website.

## **6.2 Policy development**

During the 2020–2021 reference period, the Québec Port Authority has maintained its policies and instructions on access to information and protection of personal information, in accordance with the Treasury Board of Canada Secretariat’s requirements.

## **7 SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS**

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

The Québec Port Authority did not receive any complaints for the 2020–2021 reference period. As a result, a complaint has been in effect since 2015. In previous reports, it was not mentioned because we were under the impression that it had been abandoned.

No applications for judicial review were filed with the Federal Court, and no appeals were filed with the Federal Court of Appeal.

## **8 MONITORING COMPLIANCE**

The Corporate Secretariat, Legal Affairs and Compliance Department monitors the processing time of access to information requests. First, a file is opened for each request, and then, this request is added to a follow-up table. The progress of requests is tracked within this follow-up table. Regular emails are sent to every person that should be addressed to respond appropriately, within the prescribed deadline, to the received requests. The President and Chief Executive Officer is notified of each request received by the Access to Information and Privacy Coordinator.

**APPENDIX A**

**STATISTICAL REPORT  
PERTAINING TO THE  
*ACCESS TO INFORMATION ACT***



## Statistical Report on the *Access to Information Act*

Name of institution: Québec Port Authority

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Requests Under the *Access to Information Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	8
Outstanding from previous reporting period	
<b>Total</b>	<b>8</b>
Closed during reporting period	7
Carried over to next reporting period	1

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	2
Organization	0
Public	6
Decline to Identify	0
<b>Total</b>	<b>8</b>

#### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
0	0	0	0	0	0	0	0

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.

## Section 2: Decline to act vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

## Section 3: Requests Closed During the Reporting Period

### 3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	1	0	0	1	0	0	2
All exempted	0	1	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	2	2	0	0	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	2	4	0	0	1	0	0	7

### 3.2 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)	3	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)	3	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)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	3	23	0
15(1) - Def.*	0	16,3	0	20(1)(b)	3	23,1	0
15(1) - S.A.*	0	16,31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	3	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	3		
16(1)(a)(iii)	0	16,5	0				
16(1)(b)	0	16,6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

### 3.3 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

### 3.4 Format of information released

Paper	Electronic	Other
0	2	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2167	1793	7

### 3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	58	0	0	0	0	1	1735	0	0
All exempted	0	0	1	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
<b>Total</b>	<b>5</b>	<b>58</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1735</b>	<b>0</b>	<b>0</b>

### 3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	6
Percentage of requests closed within legislated timelines (%)	85,7

### 3.7 Deemed refusals

#### 3.7.1 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
1	0	1	0	0

#### 3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	1	0	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	1	0	1

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 4: Extensions

### 4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	0	1	0

### 4.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	1	0

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	5	\$25	2	\$0
Other fees	0	\$0	0	\$0
<b>Total</b>	5	\$25	2	\$0



## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	0	0	1	918
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	1	918
Closed during the reporting period	0	0	1	918
Carried over to next reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	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
<b>Total</b>	0	0	0	0	0	0	0	0

### 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
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
<b>Total</b>	0	1	0	0	0	0	0	1

## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
1	0	0	0	0	0

## Section 9: Court Action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

**Section 10: Resources Related to the Access to Information Act**

10.1 Costs

Expenditures		Amount
Salaries		\$5 000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$5 000</b>

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,000
Part-time and casual employees	0,100
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
<b>Total</b>	<b>0,100</b>

**Note:** Enter values to three decimal places.

**APPENDIX B**

**DELEGATION OF POWERS TOOL  
*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 Corporate Secretary and Director, Compliance, Legal Affairs, Mrs. Karine Hébert, 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 4<sup>th</sup> day of July of the year 2017.



Mario Girard  
President and Chief Executive Officer

**APPENDIX C**

**SUPPLEMENTAL STATISTICAL REPORT**

**SUPPLEMENTAL STATISTICAL REPORT – CAPACITY TO RECEIVE REQUEST AND  
CAPACITY TO PROCESS RECORDS**



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

Name of institution: Québec Port Authority

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

### Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	0	52	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	52	0	52
Secret and Top Secret Electronic Records	0	52	0	52