



PORT
QUÉBEC

ANNUAL REPORT
TABLED IN PARLIAMENT

ACCESS TO INFORMATION ACT

REFERENCE PERIOD
APRIL 1, 2022, TO MARCH 31, 2023

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 94 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 94 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, 2022, to March 31, 2023.

The Québec Port Authority (hereafter “the Administration”) 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 Administration is to promote and develop maritime trade, to serve the economic interests of the Québec area and of Canada, and to ensure the Administration’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 Administration’s assets, create industrial activity and commercial growth, innovate in the port and transportation sectors, and preserve port heritage.

2. ORGANIZATIONAL STRUCTURE

From April 1, 2022 to March 2023, it is the Vice-President, Legal Affairs and Corporate Secretary who acted as Coordinator of the *Access to Information Act* and *Privacy Act* for the Administration and held delegated authority. (See Delegation of Authority attached as Appendix “B”).

In accordance with established practices, all formal requests for access to information or documents are sent to the ATIP Officer via the requested email address demande-acces@portquebec.ca, whose daily lookout is conducted by the ATIP Officer, and who, in consultation with the Coordinator, ensures that all requests are processed diligently in accordance with the provisions of the Act. To ensure an increased 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 has not provided any services related to access to information during this reporting period.

In terms of proactive disclosures, a monthly disclosure is made by the Legal Affairs Branch for all members of the Administration’s management via the Government of Canada website with respect to travel and hospitality expenses.

3. DELEGATION ORDER

For the period from April 1, 2022 to March 31, 2023, the coordinator of the *Access to Information and Privacy Act* was Mr. Yannick Landry, Vice-President, Legal Affairs and Corporate Secretary, who was responsible for making decisions about the application of the various provisions of the *Access to Information Act and the Privacy Act*. (See Delegation of Authority attached as Appendix “B”.)

4. HIGHLIGHTS OF THE STATISTICAL REPORT 2022-2023

Interpretation of the Statistical Report:

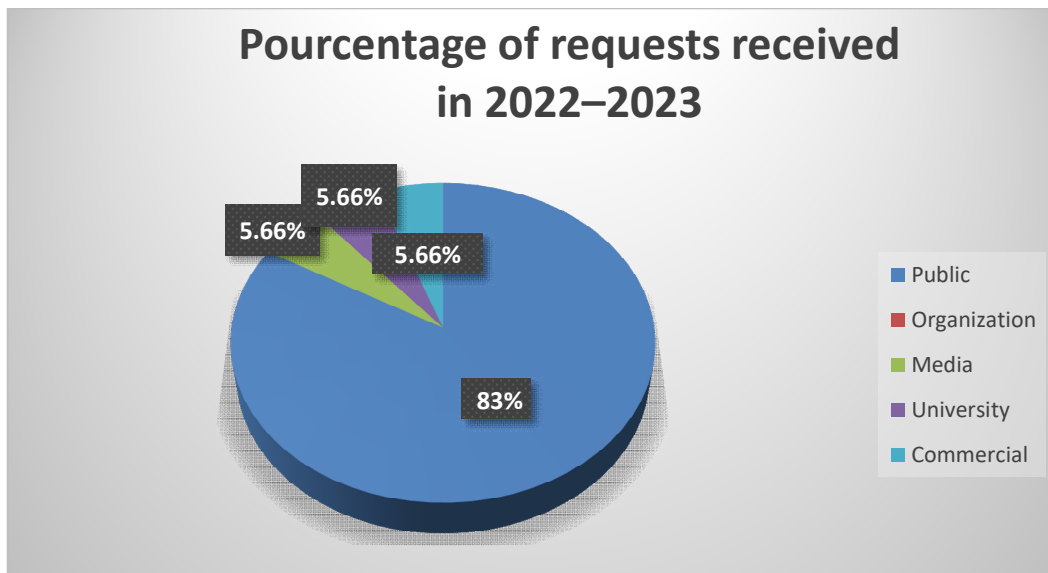
- Percentage of requests responded to within legislated time timelines, number of requests received and number of active requests on the last day of the reporting period;
- Number of active complaints;
- Number of pages processed and disclosed;
- Exemptions and exclusions;
- Processing time;
- Extension of the time limit;
- Consultations;
- Percentage of requests for which records were “all disclosed”, and percentage for which records were “disclosed in part”;
- Fees;
- Costs;
- COVID-19 measures;
- TBS Form.

The Administration’s statistical report on the *Access to Information Act* can be found in Appendix A of this report according to the form issued by the Government of Canada.

4.1. Percentage of requests responded to within legislated time timelines, number of requests received period and number of active requests on the last day of the reporting period

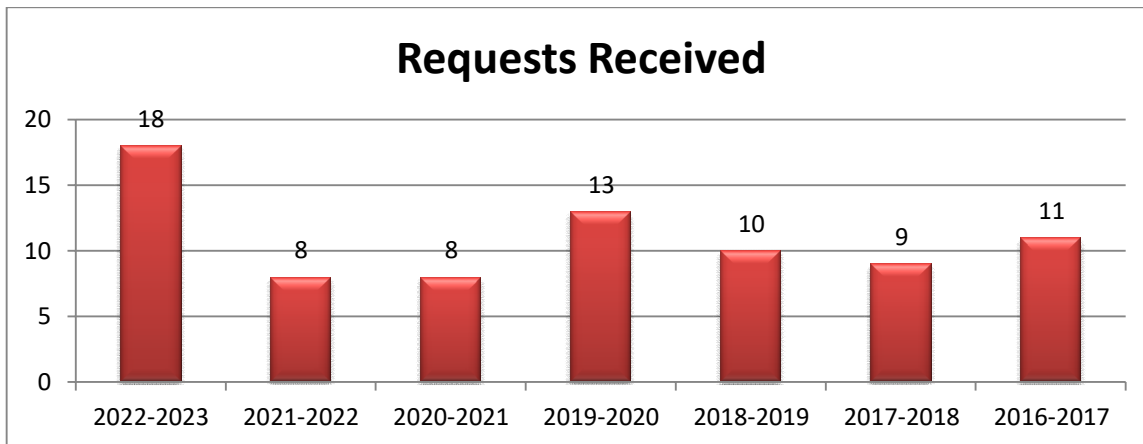
Between April 1, 2022, and March 31, 2023, the Administration received eighteen (18) formal requests. They come from the public, media, university and commercial sectors and are represented as follows:

Source	Number	Percentage
Public	15	83%
Organization	0	0%
Media	1	5.66%
University	1	5.66%
Commercial	1	5.66%



Compared to the previous year, April 1, 2021 to March 31, 2022, the Administration had only processed eight (8) requests under the *Access to Information Act*. This is a 125% increase for 2022-2023.

The chart below shows the number of requests received for the years 2022-2023, 2021-2022, 2020-2021, 2019-2020, 2018–2019, 2017-2018 and 2016–2017.



At the end of the 2022-2023 period, of the 18 requests received, 2 were still in processing due to the volume of documents being analyzed.

4.2. Number of pages processed and disclosed

During the reference period, 49,224 pages were processed, and 107 pages were disclosed. Certain excerpts of text that were subject to disclosure exemptions under the Act and were, therefore, redacted.

For the previous period, April 1, 2021 to March 31, 2022, 420 pages had been processed and 299 pages had been transmitted. Some passages have also been redacted in accordance with the statutory exceptions to disclosure.

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 2022–2023, the Administration invoked the following exemptions:

- Sections 18(a) et 18(b);
- Sections 20(1)(c).

4.4. Processing time

During the reporting period, five (5) requests were 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, one (1) sixty-one (61) to one hundred and twenty (61 to 120) days and three (3) from one hundred and twenty to one hundred and eighty (121 to 180) days.

4.5. Extension of the time limit

Only one (1) access request received for the reporting period was extended.

4.6. Consultations

The Authority has been consulted by two (2) organizations on four (4) occasions during this reporting period.

4.7. Fees

During the 2022–2023 reference period, a total of \$90 in fees was collected to open files.

4.8. Costs

The total estimated costs incurred by the Administration to enforce the *Access to Information Act* is evaluated to be \$19,703. 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.

	%
Request with « Full communication »	16.67%
Request with « Partial communication »	11.11%

4.10. COVID-19 Measures

With respect to the operational impact of measures to curb the spread of COVID-19 on the processing of requests received under the *Access to Information Act* and the *Privacy Act*, it should be noted that the Administration employees were in-person for two (2) days per week and as a result, the Administration had the ability to receive requests by mail and email, and thus has the ability to treat them without problem. The Administration therefore declares that it has not been impacted during this period by measures to curb the spread of COVID-19.

5. TRAINING, AWARENESS, AND CAPACITY BUILDING

The Administration 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 current Access to Information and Privacy Coordinator is also a member of the Quebec Bar.

It is important to note that each new employee of the Administration is met to inform them of the requirements and the applicability of the *Access to Information Act* and the *Privacy Act*. For the current reporting period, forty (40) new employees have been trained on the requirements 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 Administration's activities and information holdings.

In 2022–2023, 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 Administration began publishing completed access to information requests on its website. This exercise continued for the reporting period. The Administration is in the process of publishing summaries of completed access to information requests in accordance with the Directive for Publication on the Open Government Portal of Canada (open.canada.ca). The Administration also continues to publish summaries directly on its website. The Administration will also publish the Annual Report of the *Access to Information Act* for the years 2022-2023.

As set out in the *Access to Information Act*, government institutions such as the Administration 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 Administration’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 2022–2023 reference period, the Administration 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.

For the 2022-2023 reporting period, the Administration received a request for representations under paragraph 35(2)b) of the *Access to Information Act* and the file is now closed.

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: Quebec Port Authority

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		18
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		18
Closed during reporting period		18
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	1
Business (private sector)	1
Organization	0
Public	15
Decline to Identify	0
Total	18

1.3 Channels of requests

Source	Number of Requests
Online	13
E-mail	5
Mail	0
In person	0
Phone	0
Fax	0
Total	18

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	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
	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	1	1	1	0	0	0	0	3
Disclosed in part	0	1	0	0	1	0	0	2
All exempted	3	4	1	1	1	0	0	10
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	1	0	0	1
Neither confirmed nor denied	1	1	0	0	0	0	0	2
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	5	7	2	1	3	0	0	18

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)	4	20,1	0
13(1)(b)	0	16(2)(a)	0	18(b)	5	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)	0	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)	0	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)	1	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	Audio	
0	4	0	1	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
49224	107	18

4.5.2 Relevant pages processed per request disposition for paper and e-record 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	3	24	0	0	0	0	0	0	0	0
Disclosed in part	1	67	0	0	0	0	1	0	0	0
All exempted	4	31	3	767	0	0	1	1042	2	47293
All excluded	0	0	0	0	0	0			0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	2	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	11	122	3	767	0	0	2	1042	2	47293

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
5	5	1

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	1	5	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	1	5	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
5	5	1

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	1	5	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	1	5	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	14
Percentage of requests closed within legislated timelines (%)	77,7777778

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
4	0	0	4	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	2	0	2
61 to 120 days	2	0	2
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	4	0	4

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	1	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	1	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	1	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	1	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	18	\$0,00	0	\$0,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	18	\$0,00	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	4	2228	2	170
Outstanding from the previous reporting period	0	0	0	0
Total	4	2228	2	170
Closed during the reporting period	4	2228	2	170
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
	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	1	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	2	0	0	0	0	0	0	2
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	2	1	1	0	0	0	0	4

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
	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	1	1	0	0	0	0	0	2
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

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
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued 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		\$19 703
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$19 703

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,300
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,300

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 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

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 the Privacy Act

Name of institution: Quebec Port Authority
 Reporting period: 2022-04-01 to 2023-03-31

Section 1. Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATP 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	52
None	0

Section 2. Capacity to Process Records under the Access to Information Act and the Privacy Act

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	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	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	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3. Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are Within Legulated Timelines as of March 31, 2023	Open Requests that are Beyond Legulated Timelines as of March 31, 2023	Total
Received in 2022-2023	2	0	2
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	2	0	2

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

3.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4. Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are Within Legulated Timelines as of March 31, 2023	Open Requests that are Beyond Legulated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Privacy Act

4.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5. Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SN in 2022-2023? No

Section 6. Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023? Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Privacy Act