



ANNUAL REPORT

To Parliament

2024-2025

Access to Information Act



Canada

Administration
de pilotage
des Laurentides

Laurentian
Pilotage
Authority



Annual Report under the *Access to Information Act*, 2024-2025 prepared by Laurentian Pilotage Authority

1. Introduction

The Access to Information Act (R.S.C. 1985, c. A-1) was proclaimed into force on July 1, 1983. Section 94 of the Act requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the fiscal year.

This report is submitted in accordance with section 94 of the Access to Information Act and section 20 of the Service Fees Act. It presents an overview of the Access to Information Act activities carried out within Laurentian Pilotage Authority during the reporting period of April 1, 2024, to March 31, 2025.

> Purpose of the Act

The Access to Information Act enhances the accountability and transparency of federal government institutions in order to promote an open and democratic society, and to enable public debate on the conduct of those institutions. Part 1 of the Act provides the right of access to information found within federal government institutions records, subject to certain specific and limited exceptions. Part 2 of the Act sets out requirements for the proactive publication of various types of information located within federal government institutions that are of interest to the public. The Access to Information Act complements but does not replace existing channels of communications within federal government institutions.

For more information:

Access to Information and Privacy Coordinator
Laurentian Pilotage Authority
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> Laurentian Pilotage Authority Mandate

The Laurentian Pilotage Authority (« **Authority** ») is a Crown Corporation listed in Schedule III, Part 1 of the *Financial Administration Act*. It was constituted on February 1, 1972, pursuant to the *Pilotage Act*.

The Authority is financially self-sufficient and reports to the Minister of Transport Canada.

It is directly responsible for the implementation and administration of the *Access to Information Act* in compliance with Section 94 of the said Act.

As the gateway for marine pilotage services on its territory, the Authority is responsible for all aspects related to pilotage, making it a turnkey organization. Its legislative mandate also gives it the responsibility to set the pilotage charges, which must remain reasonable and fair to its customers while allowing it to operate on a self-financing basis.

In this regard, its legislative mandate is based on the following principles and objectives¹:

- That pilotage services be provided in a manner that promotes and contributes to the safety of navigation, including the safety of the public and marine personnel, and that protects human health, property and the environment;
- That pilotage services be provided in an efficient and cost-effective manner;
- That risk management tools be used effectively and that evolving technologies be taken into consideration;
- That an Authority's pilotage charges be set at levels that allow the Authority to be financially self-sufficient.

2. Organizational Structure

The Chief Legal Officer and Corporate Secretary serves as the Access to Information and Privacy (« **ATIP** ») Coordinator for the Authority. She has delegated authority for all ATIP matters. An assistant assists the ATIP Coordinator in processing requests under the Act. The Authority's ATIP Office is responsible for all activities related to the administration, application and promotion of the *Access to Information Act* and the *Privacy Act*. It advises management and staff on the implementation of these Acts and prepares reports for Parliament and the Treasury Board

¹ *Pilotage Act* R.S.C., (1985), c. P-14), section 2

Secretariat. He works on complaints filed with the Information Commissioner of Canada and the Privacy Commissioner of Canada, on investigations conducted by those commissioners, and on all ATIP applications to the Federal Court.

The Access to Information and Privacy Communities Development Office (« **APCDO** ») was established to address capacity issues in the Access to Information and Privacy communities across Government of Canada institutions subject to the Acts. In 2024-2025, the Authority's ATIP staff were active participants in several training sessions offered by the APCDO.

The Authority has not entered into any agreements with any other government institution to provide services under the *Access to Information Act* pursuant to section 96 of that Act during the period covered by this Report.

For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the Access to Information Act, see the section “**Proactive Publication under Part 2 of the ATIA**”, below.

3. Delegation Order

Decision-making responsibility for the application of the various provisions of the *Access to Information Act* and the *Privacy Act* have been formally established and are outlined in the Authority Delegation Order.

The Delegation Order signed, dated and approved by the Chairman of the Board of Directors in effect at the end of the reporting period, a copy of which is available in **Appendix A**.

4. Performance under Part 1 of the *Access to Information Act*, 2024–2025

This section provides an overview of key data on the Authority's performance in administering Part 1 of the *Access to Information Act* for the fiscal year, as reflected in the institution's 2024–2025 Statistical Reports. (“Requests” here refers to formal requests under the *Access to Information Act*.)

- > Percentage of requests responded to within legislated timelines: 60%
- > Number of completed requests, broken down by completion times:
 - 3 processed within 1 to 30 days
 - 1 processed within 31 to 60 days
 - 1 processed within 61 to 120 days
- > Number of active requests as of the last day of the reporting period: 0
- > Number of active complaints as of the end of the reporting period:
 - 1 complaint received in 2024-2025
- > Information on the reasons for extensions:
 - 2 for interference with operations under 9(1) a), total 31 to 60 days
 - 1 for third-party notice under 9(1) c), total 30 days or less
- > Number of exception and sections of the Act:
 - 2 under 19(1)
 - 1 under 20(1) b)
 - 1 under 20(1) c)
 - 1 under 20(1) d)
- > Consultations completed for other institutions:
 - 1 request completed within 4 days
- > Percentage of completed requests for which records were disclosed:
 - 40% disclosed in part
 - 20% no records exist
 - 20% request abandoned
 - 20% neither confirmed nor denied

During the reporting period, the Authority received five formal requests under the *Access to Information Act* and was 60% responded to within the required legal timeframe. Moreover, the Authority received and replied to three informal requests.

The Authority has not received any requests for translation during the current and the previous reporting period.

Based on multi-year trends, the Authority processes a low volume of requests, so it remains able to respond to all requests it receives within the prescribed legislated timelines and without any

extensions. However, this year, the size of one request hampered the operation of several teams, and another required communication with a third party, causing processing delays.

5. Training and Awareness

No structured training and awareness activities related to access to information were provided to the Authority employees during the reporting period.

However, the ATIP Coordinator provides individual ATIP counseling and assistance to any employee who wishes to better understand the agency's expectations regarding the application of the Act.

6. Policies, Guidelines and Procedures

No other institutional policies, guidelines or procedures are implemented other than complying with the requirements of the Act as set out in the Regulations. The Authority has not implemented any specific procedures to meet the proactive publication requirements under Part 2 of the *Access to Information Act*.

However, if Authority's website provides comprehensive information about its policies and organizational structure and publishes Info Source to help the public access government information and exercise their rights or make a request for access to information or personal data.

7. Initiatives and Projects to Improve Access to Information

The Authority did not implement or undertake any specific initiatives or projects to improve Access to information during the reporting period.

This year, the Authority, in partnership with Transport Canada, improve access to information by offering key employees the resources and development programs available at the Canada School of Public Service.

The Authority continues to participate in the Treasury Board Secretariat's online request service. No access to information requests were received through the online request service during the 2024-2025 reporting period.

8. Summary of Key Issues and Actions Taken on Complaints

Notice of intention to investigate under section 32 and one complaint were filed with the Office of the Information Commissioner of Canada during the establishment period.

The following question have been raised:

- > Did the institution improperly withheld information under section 22 when it responded to the above-noted access request (s)? This allegation falls under paragraph 30(1)(a).

The Authority cooperated with the Office of the Information Commissioner in good faith and in a timely manner. All documents and information provided to the complainant in response to his initial request were sent to the Office of the Information Commissioner. Subsequently, to assess the application of the exception (section 22), the documents in response to the initial request were requested. Before disclosing the file to the investigator, the Authority conducted further research and contacted a third party. Additional observations were requested. At the end of the reporting period, this case is still open.

9. Proactive Publication under Part 2 of the *Access to Information Act*

The Authority declare itself a Crown Corporation listed in Schedule III, Part 1 of the *Financial Administration Act*, therefore, the Authority is not subject to the proactive publication requirements of Part 2 sections 74 to 78 and 85 to 88 of the Access to Information Act.

The Authority is subject to the following proactive publication requirements:

Legislative requirement	Section of ATIA	Publication timeline	Internal management responsible for fulfilling requirement	Compliance rate	Proactive publication (web link)
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Finances and administration	100%	Authority's website
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Finances and administration	100%	Authority's website
Reports tabled in Parliament	84	Within 30 days after tabling	Legal department	100%	Open Government Portal - Canada.ca Authority's website

10. Monitoring Compliance

Given the small number of requests received and processed by the Authority, no official monitoring compliance was conducted during the reporting period. Such monitoring will normally be conducted by the ATIP Coordinator, as appropriate. The Authority will make every reasonable effort to process all requests received in accordance with the requirements of the Act.

11. Attachment

- **Appendix A:** Delegation Order

ANNEXE - APPENDIX A



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ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

PAR LE PRÉSENT ARRÊTÉ pris en vertu de l'article 95(1) de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue, selon l'annexe ci-jointe, depuis le 21^{er} juin 2024, l'Avocate générale et Secrétaire générale, ainsi qu'à la personne occupant ce poste à titre intérimaire le cas échéant, les pouvoirs et les fonctions se rapportant à l'Administration de pilotage des Laurentides qui me sont confiés aux termes des *Décrets sur la désignation des responsables d'institutions fédérales* de ces lois en ma qualité de responsable d'une institution fédérale.

Daté, en la ville de Montréal, ce 10^e jour de septembre 2024.

Marie-Claude Cardin
Présidente du Conseil d'administration

ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

BY THIS ORDER made pursuant to section 95(1) of the *Access to Information Act* and section 73 of the *Privacy Act*, I hereby designate the person holding the position of General Counsel and Corporate Secretary, as well as to the person occupying this position on an acting basis if necessary, to exercise or perform the powers, duties and functions of the head of a government institution under the *Acts' Designation Order of Government Institutions*, as specified in the attachment, insofar as they may be exercised or performed in relation to the Laurentian Pilotage Authority, effective since June 21, 2024.

Dated, at the City of Montreal, this 10th day of September 2024.

Marie-Claude Cardin
Chairman

**ANNEXE A - DELEGATION DE POUVOIRS ET D'ATTRIBUTIONS EN VERTU DE L'ARTICLE 73
DE LA LOI SUR L'ACCES A L'INFORMATION ET DE LA PROTECTION DES
RENSEIGNEMENTS PERSONNELS**

**SCHEDULE A - DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO
SECTION 73 OF THE ACCESS TO INFORMATION ACT AND PRIVACY ACT**

Loi sur l'accès à l'information et ses règlements : autorité absolue

Access to Information Act and Regulations: absolute authority

Loi sur la protection des renseignements personnels et ses règlements : autorité absolue

Privacy Act and Regulations: absolute authority