



PORT  
QUÉBEC

ANNUAL REPORT  
TABLED IN PARLIAMENT

ACCESS TO INFORMATION ACT

REFERENCE PERIOD  
APRIL 1, 2016, TO MARCH 31, 2017

Canada 

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## 1. INTRODUCTION

The *Access to Information Act* (R.S.C., 1985, c. A-1) came into effect 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, 2016, to March 31, 2017.

The Québec Port Authority was incorporated on May 1, 1999, following the adoption of the *Canada Marine Act*. The Canada Ports Corporation began to dissolve, making way for a national port network managed by the Canada Port Authorities (CPAs). The Quebec Port Corporation thus became the Québec Port Authority, a not-for-profit shared governance organization.

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 Vice President Operations and Environment and Corporate Secretary and Director, Compliance and Legal Affairs by interim acts as the access to information and privacy coordinator for the Québec Port Authority and has the delegated powers to do so. (See the delegation enclosed in Appendix B.)

In accordance with established practices, all formal requests for access to information or to documents are sent directly to this person, and they ensure the requests are processed in accordance with the provisions in the Act.

Additionally, a separate file is created for each request.

## 3. CAPACITY BUILDING

The Québec Port Authority remains determined to train and retain staff that have specialized skills and could continue to provide the best service possible to both internal and external clients.

## 4. DELEGATION OF POWERS

The Access to Information and Privacy Coordinator is Pascal Raby, Vice President Operations and Environment and Corporate Secretary and Director, Compliance and Legal Affairs by interim. He is responsible for making decisions about the enforcement of various provisions in the *Access to Information Act* and the *Privacy Act*. (See the delegation enclosed in Appendix B.)

**5. EXPLANATION OF THE STATISTICAL REPORT**

Interpretation of the statistical report:

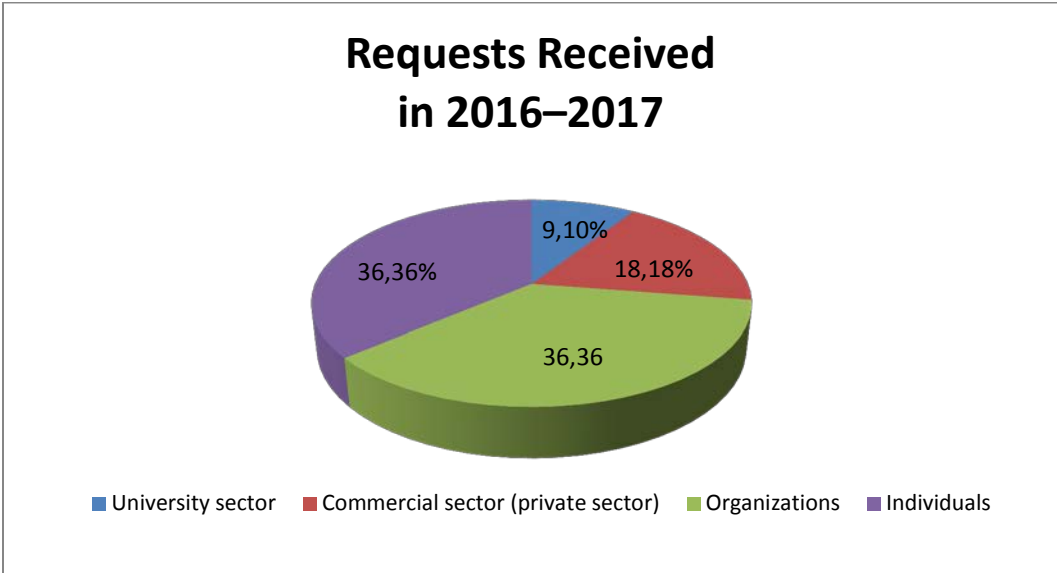
- Number of requests received
- Number of pages examined
- Exemptions and exclusions
- Processing time
- Extension of the time limit
- Consultations
- Fees
- Costs

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.

**5.1 Number of requests received**

Between April 1, 2016, and March 31, 2017, the Québec Port Authority received 11 official requests, which came from the university sector, the commercial sector (private sector), organizations and individuals. Here is the breakdown of these requests:

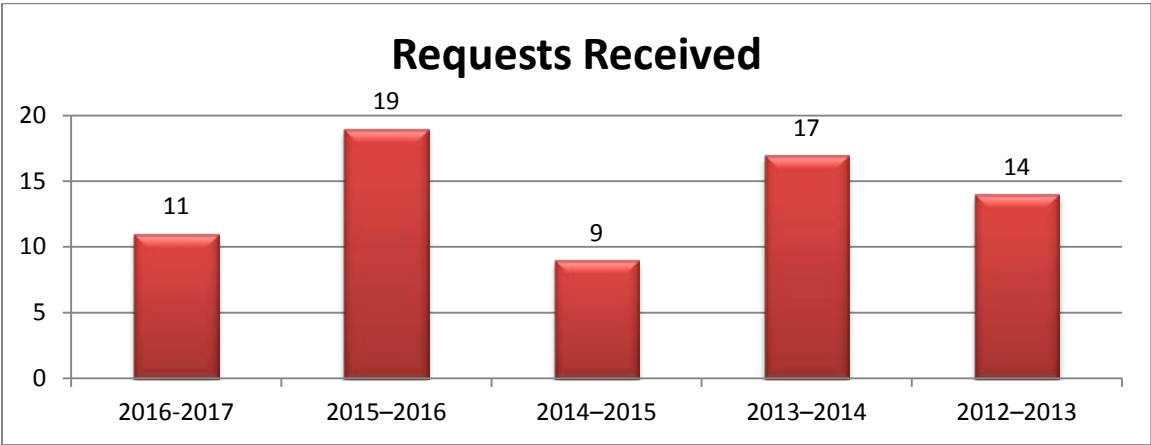
Source	Number	Percentage
University sector	1	9,10%
Commercial sector (private sector)	2	18,18%
Organizations	4	36,36%
Individuals	4	36,36%



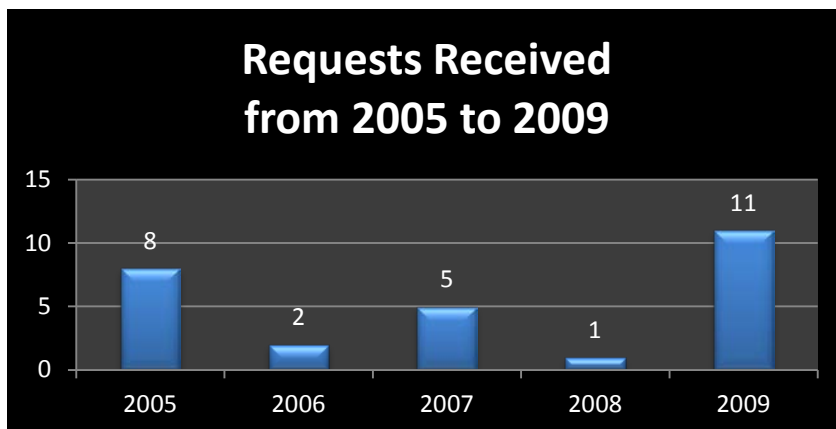
If we compare this to the previous year, i.e., the period from April 1, 2015, to March 31, 2016, the Québec Port Authority had received 19 requests under the *Access to Information Act*.

That represents a diminution of 8 requests in 2016–2017.

The graph below shows the number of requests received for the years 2016-2017, 2015–2016, 2014–2015, 2013–2014 and 2012–2013.



The graph below shows the number of requests received for the years 2005 to 2009. Prior to 2010–2011, the Québec Port Authority produced its annual report for the period from January 1 to December 31 of each year. Note that this information is presented only to show the history of requests received under the *Access to Information Act*.



### 5.2 Number of pages processed and disclosed

During the reference year 2016–2017, 3,075 pages were processed and 1,923 pages were disclosed. We excluded certain pages and excerpts of text that were subject to exemptions.

In the previous period, from April 1, 2015, to March 31, 2016, 8,293 pages were processed and 5,638 pages were disclosed. However, the Québec Port Authority excluded from certain pages portions of text that were subject to exemptions.

### 5.3 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 types of information.

For 2016–2017, the Québec Port Authority invoked the following exemptions:

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

**5.4 Processing time**

During the reference period, from April 1, 2016, to March 31, 2017, 5 requests were processed within 15 days and 6 requests were processed within 30 days.

**5.5 Extension of the time limit**

No requests for access received for the 2016–2017 period were granted an extension of the time limit.

**5.6 Consultations**

The Québec Port Authority was not consulted by any other organizations and/or departments during the reference period of this report.

**5.7 Fees**

During the 2016–2017 reference period, \$55 in fees was collected to open files.

**5.8 Costs**

The total cost of enforcing the *Access to Information Act* was evaluated to be \$34,000. These costs included processing requests, producing the annual report and statistical reports, updating Info Source and consulting professionals in the field. It is only an estimate of costs, as no record exists of all the time contributed by the individuals responsible for the tasks involved in the access to information program.

**6. TRAINING**

No training activities were held during the reference period between April 1, 2016, and March 31, 2017.



## 7. POLICIES, GUIDELINES AND PROCEDURES

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 2016–2017, the Québec Port Authority continued to revise the Info Source chapter in accordance with its activities.

### 7.1 *Publicly accessible information and inquiry points*

Info Source is a series of publications containing information about the Government of Canada and its data collection activities. 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 on its website completed requests for access to information. This practice was continued for the reporting period. On March 17, 2015, the Québec Port Authority received an instruction to the effect that we had to publish our summaries of completed requests for access to information on Canada's Open Government portal ([open.canada.ca](http://open.canada.ca)). Unfortunately, always as of reference year 2016-2017, we still have not received the documents requested in order to add our requests to that site.. The Québec Port Authority will also publish the 2016–2017 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.

Additionally, individuals who wish to obtain a copy of documents published in response to requests recorded on the Québec Port Authority's website can find the entire procedure to follow as well as the contact information for the Access to Information and Privacy Coordinator on the website.

## **7.2 Policy development**

During the 2016–2017 reference period, the Québec Port Authority continued to develop policies and instructions on access to information and the protection of personal information, as required by the Treasury Board of Canada Secretariat.

## **7.3 Monitoring of deadlines**

The Department of the corporate secretariat and compliance and legal affairs monitors the processing time of received requests. Firstly, a file is opened for each request, and each one is entered into an Excel table. The progress of requests is tracked in this table. Everyone required to respond appropriately to the received requests is sent regular emails to ensure they meet the deadline. The President and Chief Executive Officer is notified of each request received by the Access to Information and Privacy Coordinator.

## **7.4 Key issues raised and measures taken in response to complaints or investigations relating to access to information**

For this period of preparation of the report, no complaints were filed with the information Commissioner.

For the reference period 2015-2016, the Administration had received three (3) cases of complaints. These are still unresolved at the end of the reference period. These complaints concern the refusal of the Administration to disclose certain documents.

However, no application for judicial review was made to the Federal Court, and no appeal was filed with the Federal Court of Appeal.

**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: 2016-04-01 to 2017-03-31

### Part 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	11
Outstanding from previous reporting period	0
<b>Total</b>	<b>11</b>
Closed during reporting period	11
Carried over to next reporting period	0

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	2
Organization	4
Public	4
Decline to Identify	0
<b>Total</b>	<b>11</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.

## Part 2: Requests Closed During the Reporting Period

### 2.1 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	3	3	0	0	0	0	0	6
Disclosed in part	2	3	0	0	0	0	0	5
All exempted	0	0	0	0	0	0	0	0
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	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>

### 2.2 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)	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)	5	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)	4	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	4		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	4		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	6	0	0
Disclosed in part	5	0	0
<b>Total</b>	<b>11</b>	<b>0</b>	<b>0</b>

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	161	161	6
Disclosed in part	2914	1762	5
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

### 2.5.2 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	6	161	0	0	0	0	0	0	0	0
Disclosed in part	2	12	0	0	2	530	1	1220	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>8</b>	<b>173</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>530</b>	<b>1</b>	<b>1220</b>	<b>0</b>	<b>0</b>

### 2.5.3 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	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

### 2.7 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

## Part 3: Extensions

### 3.1 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	0	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
<b>Total</b>	0	0	0	0

### 3.2 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	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	0	0

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0	0	\$0
Search	11	\$55	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	11	\$55	0	\$0



## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 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	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

### 5.2 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

### 5.3 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	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

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 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 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 6.2 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 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

**Part 9: Resources Related to the Access to Information Act**

**9.1 Costs**

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

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,00
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
<b>Total</b>	<b>0,00</b>

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

**APPENDIX B**

**DELEGATION OF POWERS TOOL  
*ACCESS TO INFORMATION ACT*  
AND  
*PRIVACY ACT***

## ***Schedule B – Power delegation instrument***

### **Notes regarding the delegation**

The goal of this section is to establish the management frame of the *Freedom of Information Act* and the *Privacy Act*, according to Article 73 of the *Privacy Act* and to Article 73 of the *Freedom of Information Act*. I the undersigned, Mario Girard, President and Chief Executive Officer to Québec Port Authority delegate its Corporate Secretary and Director, Compliance, Legal and Property Affairs the power to assume these functions as Coordinator of Access to Information Act and Privacy Act according to the articles of law previously mentioned.

### **Freedom of Information Act**

- 8(2)j) Communicate personal information for research purposes.
- 8(2)m) Communicate personal information in the public interest of in a person's interest.
- 8(4) Keep a copy of the requests that paragraph 8(2)e) mentions and of the documents that have been communicated.
- 8(5) Notify the Privacy Commissioner of the communication of information according to Paragraph 8(2)m).
- 9(1) Keep the statement of the usage cases.
- 9(4) Notify the Privacy Commissioner as to the compatible usages and modify the directory according to them.
- 10 Deposit the personal information into personal information files.
- 14 Reply to a request for personal information within the 30 days following its receipt; enable access to information or notify the claimant.
- 15 Extend the delay in order to reply to the request for information.
- 17(2)b) Decide whether it is necessary to have the information requested translated.
- 17(3)b) Substitution support.
- 18(2) If applicable, refuse to communicate personal information contained in non consultable files.
- 19(1) Refusal to communicate personal information obtained confidentially from another government.

- 19(2) If applicable, communicate personal information as per Paragraph 19(1)'s provisions if the government that has supplied it agrees to the communication or if it discloses it to the public.
- 20 If applicable, refuse to communicate information which, if divulged, could be prejudicial to the administration of federal – provincial affairs.
- 21 If applicable, refuse to communicate information which, if divulged, could be prejudicial to the administration of international affairs or national defence.
- 22 If applicable, refuse to communicate information prepared by an investigation organization or information which, if divulged, could be prejudicial to the application of law or to the security of penal institutions.
- 22.1(1) The Privacy Commissioner must refuse to communicate personal information requested which have been created or obtained by himself or for him through any investigation [Applicable only to the Privacy Commissioner].
- 22.2 The Public Sector Integrity Commissioner must refuse to communicate personal information requested which have been created or obtained by himself or for him through any investigation led on the disclosure done according to the *Public Servants Disclosure Protection Act* or from any investigation started according to Article 33 of said Act. [Applicable only to the Public Sector Integrity Commissioner of Canada].
- 22.3 Refuse to communicate personal information requested which have been created in prevision of being disclosed according to the *Public Servants Disclosure Protection Act* or within an investigation led on a disclosure made according to said Act.
- 23 If applicable, refuse to communicate information prepared by an investigation organization for security investigations.
- 24 If applicable, refuse to communicate information gathered by the Correctional Service of Canada or the National Parole Board of Canada when the individual whom the request is about has been convicted, if the situation corresponds to the provisions of the present article.
- 25 If applicable, refuse to communicate information should the disclosure of said information be endangering the security of certain people.
- 26 Refuse, if applicable, to communicate information regarding a person other than the one making the request and refuse to communicate this information in the cases where its disclosure is forbidden according to Article 8.
- 27 If applicable, refuse to communicate information protected by the professional secrecy between an attorney and his client.

- 28 If applicable, refuse to communicate information regarding the physical or mental state of the person making the request, in the cases where learning this information by the concerned person could be harmful to that person.
- 31 Receive a notification from the Privacy Commissioner regarding the intention of starting an investigation.
- 33(2) During an investigation, have the opportunity to present one's observations to the Privacy Commissioner.
- 35(1) Receive a report from the Privacy Commissioner presenting the conclusions of the investigation and communicate a notification regarding the measures taken.
- 35(4) Give access to personal information to the complainant after having informed the Privacy Commissioner according to Paragraph 35(1)b).
- 36(3) Receive the report from the Privacy Commissioner presenting the conclusions of the investigation relative to the non consultable file.
- 37(3) Receive the report from the Privacy Commissioner presenting the conclusions regarding the verification of an observation.
- 51(2)b Request that the hearings regarding the cases described in Article 51 be held in the Quebec City region.
- 51(3) Request and have the opportunity to make declarations during the hearings about the cases described in Article 51.
- 72(1) Prepare an annual report for Parliament.
- 77 Assume responsibilities given to the person in charge of an institution according to Article 77 of the Regulation and that are not mentioned above.

Privacy Act

- 9 Supply appropriate facilities and set a time to examine the personal information.
- 11(2) Notification that the corrections requested have been made.
- 11(4) Notification that the corrections requested have been refused.
- 13(1) If applicable, authorize the communication of personal information regarding one's physical or mental state to a doctor or psychologist in a legally established practice, in order that said doctor or psychologist give his advice regarding whether learning the information would be harmful to the individual.
- 14 If applicable, communicate the personal information to the individual regarding his physical or mental state in the presence of a doctor or to a psychologist in a legally established practice.

Freedom of Information Act

- 4(2.1) Make all efforts reasonable to help the people requesting access to information, in order to answer their questions in a just and exhaustive manner and rapidly supply them with the access to the documents in the format requested.
- 7a) Notify the author of the access request.
- 7b) Authorize access to a document.
- 8(1) Transmit the request to another institution.
- 9 Extend delay.
- 11(2), (3), (4), (5), (6) Additional fees.
- 12(2) Language for the communication of information.
- 12(3) Access to information on a substitution format.
- 13 Exceptions – Information obtained confidentially.
- 14 Exceptions – Federal – provincial affairs.
- 15 Exceptions – International affairs and national defence.
- 16 Exceptions – Application of the law and investigations.
- 16.1 Exceptions - Documents relative to investigations, exams and verifications made the Auditor General, the Commissioner of Official Languages, the Information Commissioner and the Privacy Commissioner.



- 16.2 Exceptions - Documents relative to investigations made by the Commissioner of Lobbying.
- 16.3 Exceptions - Documents relative to investigations or exams made according to the *Canada Elections Act*.
- 16.4 Exceptions - Documents relative to investigations made by the Public Sector Integrity Commissioner.
- 16.5 Exceptions - Documents relative to the communication of information according to the *Public Servants Disclosure Protection Act*.
- 17 Exceptions – Security of people.
- 18 Exceptions – Canada’s economic interests.
- 18.1 Exceptions – Economic interests of the Canada Post Corporation, Export Development Canada, Public Sector Pension Investment Board and of VIA Rail Canada Inc.
- 19 Exceptions – Personal information.
- 20 Exceptions – Information on third parties.
- 20.1 Exceptions – Information on third parties obtained from Public Sector Pension Investment Board.
- 20.2 Exceptions – Information on third parties obtained by the Canada Pension Plan Investment Board.
- 20.4 Exceptions – Performing artists’ contracts and identity of anonymous donors of the National Arts Center Corporation.
- 21 Exceptions – Government activities.
- 22 Exceptions – Auditing procedures.
- 22.1 Exceptions – Work documents relative to the auditing and preparation of audit reports.
- 23 Exceptions – Professional secrecy between an attorney and his client.
- 24 Exceptions – Statutory prohibition.
- 25 Deductions.
- 26 Exceptions – Information to be disclosed.
- 27(1), (4) Notification to third parties.
- 28(1), (2), (4) Notification to third parties.
- 29(1) Communicate information on the recommendation of the Information Commissioner.
- 33 Notification to the Information Commissioner of the participation of a third party.
- 35(2) Right to present observations.

- 37(4) Access afforded to complainant.
- 43(1) Notification to third party (Federal Court review request).
- 44(2) Notification to the author of the request (Federal Court review request, presented by a third party).
- 52(2), (3) Special rules concerning hearings.
- 71(1) (2) Withdrawal of information concerned by an exception of the manuals.
- 72 Elaborate an annual report for Parliament.
- 77 Responsibilities attributed to the person in charge of the institution according to Article 77 of the Act and which are not included above.

#### Freedom of Information Regulations

- 6(1) Transmit a request.
- 7(2) Fees relative to research and preparation.
- 7(3) Fees relative to the production and to programs.
- 8 Give access to documents.
- 8.1 Restrictions applicable to support.

I signed in Quebec City, Province of Quebec, this 22<sup>th</sup> day of April of the year 2015.



Mario Girard  
Président and Chief Executive Officer