



ANNUAL REPORT TO PARLIAMENT ON THE *ACCESS TO INFORMATION ACT*

For the reporting period of April 1 2024 to March 31 2025

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Introduction

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

1. Description of the report

This report is submitted pursuant to section 94 of the *Access to Information Act*. It provides an overview of the activities carried out by the Quebec Port Authority (hereinafter referred to as “the Authority”) in the area of access to information during the reference period from April 1, 2024 to March 31, 2025.

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

This report also aims to meet the reporting requirements, where applicable, of Authority’s non-operational subsidiary (15854997 CANADA INC.).

2. Mission

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

3. Vision 2035

The Authority’s 2035 Vision consists of:

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

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

4. Organisational structure

From April 1 to April 28, 2024, the Vice President of Operations, also acting as Interim Vice President of Legal Affairs and Corporate Secretary, served as the Access to Information Act Coordinator for the Authority and held the delegated authority for this role (see the delegation of authority attached as Appendix “A-1”). From April 29, 2024 to March 31, 2025, the Director of Legal Affairs, Compliance, and Corporate Secretary acted as the *Access to Information Act* Coordinator

for the Authority and held the delegated authority for this role (see the delegation of authority attached as Appendix “A-2”).

These individuals were supported in access to information tasks by an officer and an administrative assistant, both of whom work more broadly within the Administration’s legal services function.

As per established practices, all formal access to information requests are submitted via the email address demande-acces@portquebec.ca , which is monitored daily by the Access to Information Officer. In collaboration with the Coordinator, the officer ensures that all requests are processed diligently and in accordance with the provisions of the Act. This team operates within a secure digital environment, and a separate file is opened for each request to ensure confidentiality.

Under Part 2 of the Act, the administrative assistant of legal services function is responsible for proactively publishing travel and hospitality expenses duly approved by the Administration on the Government of Canada’s website (<https://registry.open.canada.ca/>).

With respect to service contracts under section 96 of the *Access to Information Act*, the Administration did not provide any services related to access to information during the current reporting period.

5. Delegation of Authority

For the period from April 1, 2024 to April 28, 2024, the *Access to Information Act* coordinator was Pascal Raby, Vice-President, Operations and acting Vice-President, Legal Affairs and Corporate Secretary, who was responsible for decision-making regarding the application of the various provisions of the *Access to Information Act*. (See delegation of authority attached as Appendix “A-1”). From April 29, 2024 to March 31, 2025, this role was assumed by Sarah-Ève Pelletier Director of Legal Affairs, Compliance, and Corporate Secretary (see the delegation of authority attached as Appendix “A-2”).

6. 2024-2025 Findings according to Part 1 of the Access to Information Act

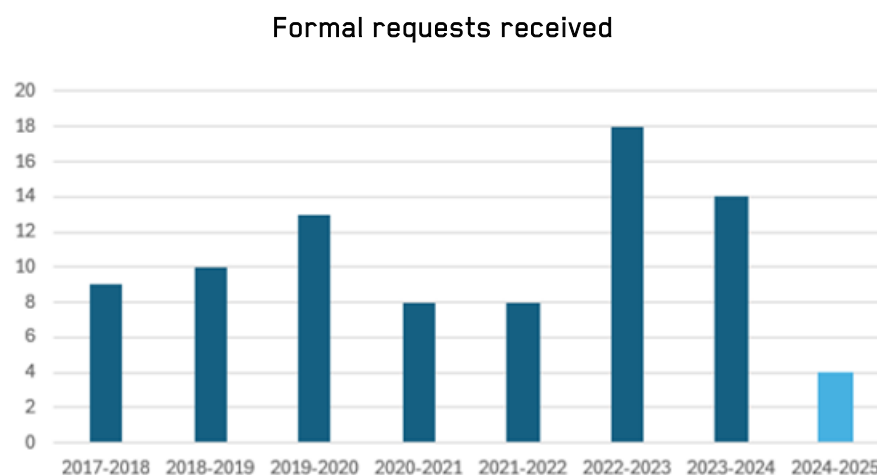
Part 1 of the *Access to Information Act* addresses official requests received by federal institutions, which must be processed in accordance with prescribed rules. In spring 2025, the Authority submitted its statistical reports in both official languages, covering both the *Access to Information Act* and the *Privacy Act*. These reports account for official requests and exclude those received through unofficial channels. The following sections highlight key findings from these reports and provide contextual analysis.

6.1 Number of requests processed

Between April 1, 2024, and March 31, 2025, the Authority received 4 official requests. These originated from the following sectors: public, media, and commercial, and are represented as follows:

Sector	Number	Percentage
Public	1	25%
Organization	0	0%
Media	1	25%
University	0	0%
Commercial	2	50%

Compared to the previous year, covering the period from April 1 2023 to March 31 2024, the Authority processed 14 requests under the *Access to Information Act*. This represents a decrease of 71,43%.



At the end of the 2024–2025 period, all 4 requests had been processed, and none were carried over to the 2025–2026 period.

6.2 Processing time

Through the reporting period:

- 1 request was addressed within a maximum timeline of 15 days
- 2 requests were addressed within a period of 15 to 30 days
- 1 request was addressed within a period of 121 to 180 days

In summary, for the 2024–2025 period, 75% of requests were responded to within the initial time frame prescribed by the Act.

6.3 Deadline extension

Extensions of the processing time were applied to one request. The request was responded to within 120 to 180 days. Such extensions were justified by the large volume of pages to be processed and the number of elements per page requiring the application of an exclusion or exemption ground for disclosure.

As the Authority does not have a dedicated access to information function within its institution, this work is instead distributed according to the organizational structure outlined in section 4, where access to information represents a portion of the assigned portfolios. Accordingly, the reason for extension provided under section 9(1)(a) of the Act – that complying with the original time limit would unreasonably interfere with the operations of the institution – was deemed justified in this case.

6.4 Number of pages processed and disclosed

During the reporting period 2024-2025, 4 052 pages were processed and disclosed. Some of these pages were partially released, meaning portions were redacted in accordance with the disclosure exceptions provided under the Act.

For the previous period 2023-2024, 54 089 pages were processed, and 3 248 pages were disclosed.

6.5 Exceptions and exclusions

The Access to Information Act provides for a number of exemptions and exclusions under which an institution may refuse—or is required to refuse—the disclosure of certain information.

During the reporting period, the Authority invoked the following exceptions and exclusions:

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

6.6 Percentage of requests for which the disposition of records was “full disclosure” and the percentage for which the disposition was “partial disclosure

For the reporting period (2024-2025), the table below shows the percentage of requests for which the disposition of records was full disclosure and the percentage for which it was partial disclosure. Additionally, the Authority did not hold any records responsive to one of the requests received, and therefore no documents were disclosed in that case.

Disclosure Type	%
Full disclosure	0%
Partial disclosure	75%
No document found responding to the request	25%

6.7 Consultations

No consultation requests from other institutions were forwarded to the Authority during the reporting period.

6.8 Active complaints

No complaint were active at the end of the 2023-2024 reporting period.

During the period 2024-2025, the Authority received 4 investigation notices from the Information Commissioner of Canada according to section 32 of the Act. In one of these instances, the complaint resulted in a termination of the investigation. In a second instance, the Commissioner concluded that the complaint was unfounded. In the two remaining cases, the investigation process follows its course, and these complaints remain active during the transition to the 2025-2026 period.

6.9 Costs

The total estimated cost of implementing the *Access to Information Act* for the Authority is evaluated at \$76 651 for the reporting period. These costs include, among other things, the processing of requests and files with the Office of the Information Commissioner, the production of

the annual report and statistical reports, and the updating of Info Source. They also include a professional services contract valued at \$30,000, which enabled the Administration to fulfill its obligations under the Act during a transitional period when the role of access to information officer was vacant.

7. Training and Awareness

The Authority remains committed to training and maintaining a workforce with specialized expertise, capable of continuing to provide the highest quality service to both internal and external clients.

To that end, the individual holding the position of Coordinator for the *Access to Information Act* and the *Privacy Act*, along with a new resource responsible for access to information since March 2025, are both members of the Barreau du Québec. They, along with all members of the team described in section 4 above, regularly participate in training sessions on access to information offered through the government platform GCCollab, as well as other opportunities available to institutions operating in the Authority's industry.

It is important to note that each new employee of the Administration is met individually to be informed of the requirements and applicability of the *Access to Information Act* and the *Privacy Act*. During the reporting period 2024-2025, 24 new employees received training on the requirements of both Acts.

Finally, training sessions were offered to administrative staff to raise awareness of updates to procedures related to proactive publication, as well as the use of new forms. Furthermore, the internal data collection cycle is now aligned with other organizational processes.

8. Access to Information Framework

8.1 Measures to ensure public access to information

During the reporting period, the Authority published its annual Info Source page, which outlines its activities and the information holdings it maintains. This information is compiled for submission to the Treasury Board Secretariat. Info Source is intended to help the public access government information and exercise the rights granted under the Access to Information Act and the Privacy Act.

Throughout the reference period, the Authority maintained its profile on the Government of Canada's Completed Access to Information Requests portal, allowing members of the public to request copies of documents released in response to requests listed on the site.

Additionally, as the Authority undertook a complete redesign of its website, it ensured that the procedure for submitting a request for personal information, the contact details of the Coordinator and the Officer responsible for the Access to Information Act and the Privacy Act, as well as proactively disclosed documents, remain accessible on the new version of the site.

8.2 Policies, directives and procedures

During the reference period, the Authority maintained its policies and guidelines related to access to information and the protection of personal information, in accordance with the requirements of the Treasury Board Secretariat.

The Authority also ceased collecting the \$5.00 fee for new access to information requests submitted directly through its platforms (see section 9.2 for further context).

The Authority also updated its internal procedure for proactive publication to enhance the accuracy, completeness, and timeliness of published information. Specifically, to better align with the administrative cycle, travel and hospitality expenses are now compiled and published in a centralized and standardized manner. This makes it easier to obtain the required information in a timely manner from all relevant sectors (see the Table of Proactive Publication Requirements attached as Appendix “B”).

9. Improving Access to Information

9.1 Initiatives and Projects

The Coordinator and the Access to Information Officer engage in continuous training on developments related to the assessment and processing of access to information requests. During the 2024–2025 period, a forward-looking initiative was launched to identify technological tools better suited to access to information work, including handling large files, version control, and the application of redactions and annotations. The Authority is currently evaluating the cost of such a software solution against its actual needs (which vary depending on the number and scope of requests received) and the potential gains in time and efficiency.

In addition, the Authority is refining a master table designed to compile all data required by the Treasury Board Secretariat for the annual statistical reports on access to information and personal information requests. The Authority anticipates that this preparatory work, although complex and labor-intensive, will result in significant efficiency gains when preparing future statistical reports—provided that the requested information does not change frequently.

9.2 Summary of key issues and measures taken on complaints

During the current reporting period, four complaints were filed with the Information Commissioner. No applications for judicial review were submitted to the Federal Court, and no appeals were filed with the Federal Court of Appeal.

Regarding the first file, which involved a challenge to the \$5.00 fee associated with submitting access to information requests, the Administration decided to discontinue the requirement to pay this fee through its platforms. This decision helps standardize a practice that had been inconsistently applied in recent years, particularly due to the administrative burden associated with collecting the fee. The time saved by no longer processing these payments is now redirected toward handling requests.

Regarding the second file, which concerned the reasonable search efforts expected from the Authority, the Office of the Information Commissioner found the complaint to be unfounded, concluding that the Authority had conducted a reasonable search for records in response to the request. Nevertheless, the Authority took steps to strengthen internal training and awareness related to the search process.

Regarding the third and fourth files, which are still under review by the Information Commissioner in the transition to the 2025–2026 period, the Authority will be able to report on the lessons learned once they are concluded.

The Authority also draws lessons from access to information requests involving a very large volume of pages. In the early stages of processing such requests, particular attention must be paid to how documents are organized into optimal bundles, to facilitate sharing with third parties or with the Information Commissioner. This approach aims to avoid having to split and recombine bundles later, which can complicate the accurate counting of processed and disclosed pages. By doing so, the Authority can ensure greater accuracy and, consequently, greater transparency toward the public.

10. Compliance monitoring

The legal services function of the Authority continuously monitor tasks related to access to information. In terms of processing time, each new request is recorded in its own secure file and tracked using a planning and monitoring tool. This tool provides a clear overview of all requests and open investigations.

Each stakeholder involved in responding to requests is subject to regular follow-ups and correspondence to ensure timely contributions, enabling requests to be processed without delay and responses to be sent within the prescribed timeframes.

Regarding the Authority's contracts, a review of contractual models was initiated during the 2024-2025 period and is expected to be completed in the following period. This revision aims to strengthen the Authority's legislative obligations, including the protection of the public's right to access information.

Finally, with respect to proactive publication, the forms used by administrative staff have been updated, and internal procedures now include new control standards at the financial and legal level.

SCHEDULE « A.1 »

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

In effect from April 1 2024 to April 28 2024

Delegation of Powers Tool

Notes regarding delegation

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

Privacy Act

8(2)(j)	Disclose personal information for research purposes.
8(2)(m)	Disclose personal information in the interest of the public or a person.
8(4)	Retain a copy of requests received under paragraph 8(2)(e) and the documents that were transmitted.
8(5)	Notify the Privacy Commissioner of any disclosure of personal information under paragraph 8(2)(m).
9(1)	Retain a record of use.
9(4)	Notify the Privacy Commissioner of consistent uses and update the index accordingly.
10	Include personal information in personal information banks.
14	Respond to requests for access to personal information within 30 days of receiving them, and give access to the information or notify the applicant otherwise.
15	Extend the time limit permitted to respond to a request for access.
17(2)(b)	Determine whether it is necessary to have the requested information translated.
17(3)(b)	Alternative format.
18(2)	As necessary, refuse to disclose personal information contained in a personal information bank designated as an exempt bank.
19(1)	Refuse to disclose personal information that was obtained in confidence from another government.
19(2)	As necessary, disclose personal information requested under subsection 19(1) if the government from which the information was obtained consents to the disclosure or makes the information public.
20	As necessary, refuse to disclose information the disclosure of which could reasonably be expected to be injurious to the conduct of federal-provincial affairs.
21	As necessary, refuse to disclose information the disclosure of which could reasonably be expected to be injurious to the conduct of international affairs or defence.

22	As necessary, refuse to disclose information prepared by an investigative body or information the disclosure of which could reasonably be expected to be injurious to the enforcement of any law or the security of penal institutions.
22.1(1)	The Privacy Commissioner shall refuse to disclose any personal information requested that was obtained or created by the Commissioner or on the Commissioner's behalf in the course of an investigation. [Applies only to the Privacy Commissioner.]
22.2	The Public Sector Integrity Commissioner shall refuse to disclose any personal information requested that was obtained or created by the Commissioner or on the Commissioner's behalf in the course of an investigation into a disclosure made under the <i>Public Servants Disclosure Protection Act</i> 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 <i>Public Servants Disclosure Protection Act</i> 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 <i>Canada Elections Act</i> .
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 <i>Public Servants Disclosure Protection Act</i> .
17	Exemptions – Safety of individuals.
18	Exemptions – Economic interests of Canada.
18.1	Exemptions – Economic interests of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board, and VIA Rail Canada Inc.
19	Exemptions – Personal information.
20	Exemptions – Third party information.
20.1	Exemptions – Third party information obtained by the Public Sector Pension Investment Board.
20.2	Exemptions – Third party information obtained by the Canada Pension Plan Investment Board.
20.4	Exemptions – Contracts of performing artists or the identity of anonymous donors of the National Arts Centre Corporation.
21	Exemptions – Operations of government.
22	Exemptions – Auditing procedures.
22.1	Exemptions – Audit working papers and draft audit reports.
23	Exemptions – Solicitor-client privilege.
24	Exemptions – Statutory prohibitions.
25	Severability.

26	Exemptions – Information to be published.
27(1), (4)	Notice to third parties.
28(1), (2), (4)	Notice to third parties.
29(1)	Disclosure of information on the recommendation of the Information Commissioner.
33	Advise the Information Commissioner of the involvement of a third party.
35(2)	Right to make representations.
37(4)	Access to be given to a complainant.
43(1)	Notice to third parties (application for review by the Federal Court).
44(2)	Notice to the person who requested the record (application for review by the Federal Court, presented by a third party).
52(2), (3)	Special rules for hearings.
71(1), (2)	Exclusion of exempt information from manuals.
72	Prepare an annual report to Parliament.
77	Responsibilities that are conferred upon the head of an institution under section 77 of the Act and are not mentioned above.

[Access to Information Regulations](#)

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

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

Mario Girard
Chief Executive Officer

SCHEDULE « A.2 »

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

In effect from April 29 2024 to March 31 2025

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 Director of legal affairs, compliance and corporate secretary, Ms. Sarah-Eve Pelletier, 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 <i>Public Servants Disclosure Protection Act</i> 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 <i>Public Servants Disclosure Protection Act</i> 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 <i>Canada Elections Act</i> .
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 <i>Public Servants Disclosure Protection Act</i> .
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.
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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 Quebec city, Province of Québec, ce 29th day April of the year 2024.



Mario Girard

CEO

SCHEDULE « B »

Table of requirements regarding
proactive publication

Proactive Publication Requirements Table

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published**
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Senior management group	60 % ¹	Open Government Platform
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Senior Management group	60% ²	Open Government Platform
Reports tabled in Parliament	84	Within 30 days after tabling	Y		100%	Institution Website
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N			
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared for a deputy head or	88(b)	Within 30 days after the end of the month received	N			

¹ The Authority strives to meet the 30-day deadline as best as possible, but depending on the availability of information at the time of internal collection, this period may be extended.

² Idem.

equivalent, that is received by their office						
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N			
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N			
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N			
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	N			

Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N			
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N			
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N			

*When counting proactive publication requirements count monthly or quarterly reports as a single publication.

**i.e., specific page where that information is located on open.canada.ca or the institution's website