



Annual Report on the *Access to Information Act*, 2020-2021

prepared by Laurentian Pilotage Authority

1. Introduction

> Brief summary of the purpose of the *Access to Information Act*

The purpose of this Act is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions.

> Statement that the Annual Report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act*

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.

> Authority mandate

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;

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



- 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 Authority discharges its responsibilities under the *Access to Information Act* through the Legal Affairs Department. Access to information requests are received and processed by the Access to Information Coordinator, who consults with various internal stakeholders as required, depending on the nature of the request.

The Authority's Access to Information Office is staffed by two individuals, a Coordinator and an Assistant. 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.

3. Delegation Order

A copy of the signed and dated Delegation Order in effect at the end of the reporting period is attached. The Delegation Orders specify the powers, duties and functions for the administration of the *Access to Information Act* that has been delegated by the Chairman of the Board of Directors at the time of the Delegation Order.

4. Performance 2020-2021

> Overview of key data on the Authority's performance for the fiscal year, as reflected in the Authority's Statistical Report for 2020-2021

During the reporting period, the Authority received two access to information requests and 100% of these requests were responded within the prescribed legislated timelines. Specifically, within 1 to 15 days following receipt of the request. All the information relevant to the request was disclosed to the requester without the application of exemptions or exclusions. No requests required additional records or partial disclosure. All requesters were satisfied with the responses received.



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.

The Authority reports that the impacts of COVID-19-related measures have not affected its operations or its ability to fulfill its *Access to Information Act* responsibilities during this reporting period.

The *Access to Information Act* Statistical Report Form 2020-2021, validated by the Treasury Board of Canada Secretariat (« TBS »), providing detailed data on the Authority's performance is attached to this Annual Report.

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.

6. Policies, Guidelines, Procedures and Initiatives

There are no other institutional policies, guidelines, procedures or initiatives were implemented other than complying with the requirements of the Act as set out in the Regulations.

7. Summary of Key Issues and Actions Taken on Complaints

No key issues were raised as a result of access to information complaints for the current year, no complaint, verification or investigation have been received during the period.

8. Monitoring Compliance

Due to the low volume of access to information requests, the Authority, through its Coordinator, monitoring as conduct as an informal follow-up of the time spent to process such requests. No request has been received nor completed during the period. All reasonable efforts are undertaken by the Authority in order to process all requests in accordance with the Law's prescribed delays.

9. Attachments

- Delegation Order
- 2020-2021 *Access to Information Act* Statistical Forms



Administration de pilotage des Laurentides
Laurentian Pilotage Authority

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 1^{er} avril 2020, 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 26e jour de mai 2020.

Ricky Fontaine
Président 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 April 1, 2020.

Dated, at the City of Montreal, this 26th day of May, 2020.

Ricky Fontaine
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



Statistical Report on the *Access to Information Act*

Name of institution: Laurentian Pilotage Authority

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

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

1.1 Number of requests

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
Total	2
Closed during reporting period	2
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	2
Decline to Identify	0
Total	2

1.3 Informal requests

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

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

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

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

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	more Than 365 Days	
All disclosed	2	0	0	0	0	0	0	2
Disclosed in part	0	0	0	0	0	0	0	0
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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	2

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20,1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	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	16,31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16,5	0				
16(1)(b)	0	16,6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68,1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

3.4 Format of information released

Paper	Electronic	Other
0	2	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2	2	2

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	2	2	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	2	2	0	0	0	0	0	0	0	0

3.5.3 Other complexities

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

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

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

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

3.8 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 4: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	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
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.2 Length of extensions

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

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	2	\$10	0	\$0
Other fees	0	\$0	0	\$0
Total	2	\$10	0	\$0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

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

Section 9: Court Action

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

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

9.2 Court actions on complaints received after June 21, 2019

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

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$7 500
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$7 500

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,050
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,050

Note: Enter values to three decimal places.



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

Name of institution: Laurentian Pilotage Authority

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

Section 1: Capacity to Receive Requests

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

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

Section 2: Capacity to Process Records

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

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	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