

Annual Report to Parliament

Access to Information Act

Sept-Îles Port Authority

April 1, 2022 – March 31, 2023

TABLE OF CONTENTS

	Page
INTRODUCTION	3
STRUCTURE OF ATIP OFFICE	3
STATISTICS	3
INSTITUTIONAL POLICIES	3
AND PROCEDURES	
DELEGATION OF AUTHORITY	3
EDUCATION AND TRAINING	3
COMPLAINTS AND INVESTIGATIONS	4
GENERAL.....	4
ANNEX A – Statistical Report	

INTRODUCTION

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to federal government records that are not of a personal nature. The *Act* complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

The Sept-Îles Port Authority became a Canadian Port Authority under the provisions of the Canada Marine Act on May 1, 1999.

The Sept-Îles Port Authority, benefiting from the natural advantages of the Bay of Sept-Îles, has the mission to remain an important development agent, by providing adequate installations and by dispensing efficient services in a partnership association and with a sustainable development approach.

This report is prepared in accordance with section 72 of the Access to Information Act.

The Annual Reports are tabled in Parliament in accordance with section 72 of the Access to Information Act.

STRUCTURE OF THE ATIP OFFICE

The Access to Information and Privacy Coordinator oversees the implementation of the *Access to Information Act* within the Sept-Îles Port Authority and ensures compliance with the legislation. The Sept-Îles Port Authority Access to Information Coordinator is Ms. Patsy Keays, Director of Corporate Affairs and Corporate Secretary.

STATISTICS

Five (5) formal Access to Information request were received by the Sept-Îles Port Authority during the reporting period and non were outstanding from the previous reporting period. Four (4) formal requests were treated within 16 to 30 days and one (1) within 31 to 60 days.

INSTITUTIONAL POLICIES AND PROCEDURES

The Sept-Îles Port Authority did not implement any new and/or revised access to information policies, guidelines or procedures during the reporting period.

DELEGATION OF AUTHORITY

The signing authority for the administration of the *Access to Information Act* remains with the President and CEO of the Sept-Îles Port Authority. This person has not delegated any of his responsibilities under the Act.

EDUCATION AND TRAINING

The Sept-Îles Port Authority did not offer any training activity on the *Access to Information Act* during the reporting period.

COMPLAINTS AND INVESTIGATIONS

There were no complaints received concerning the administration of the *Access to Information Act* and no difficulties have been encountered in the administration of the *Access to Information Act* during the reporting period.

GENERAL

No monitoring was conducted with regards to the time to process access to information requests during the period.

The Sept-Îles Port Authority was not part to any service agreements under section 96 of the *Access to Information Act*.

Covid-19 had no impact on the Sept-Îles Port Authority's ability to fulfill its *Access to Information Act* responsibilities.