Annual Report to Parliament

Access to Information Act

Sept-Îles Port Authority

April 1, 2025 – March 31, 2026

TABLE OF CONTENTS

Page

INTRODUCTION ……3

STRUCTURE OF ATIP OFFICE ……3

DELEGATION OF AUTHORITY……3

INSTITUTIONAL POLICIES AND PROCEDURES ……3

DELEGATION OF AUTHORITY ……3

PERFORMANCE UNDER PART 1 OF THE ACCESS TO INFORMATION ACT, 2025–2026……4

EDUCATION AND TRAINING …… 4

INSTITUTIONAL POLICIES AND PROCEDURES……4

COMPLAINTS AND INVESTIGATIONS ……4

PROACTIVE PUBLICATION REQUIREMENTS TABLE……4

MONITORING COMPLIANCE…… 7

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, 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.

With its state-of-the-art facilities and services, the Sept-Îles Port Authority is an influential player in the national economy thanks to the synergy of its socioeconomic, environmental, and community partnerships, based on the responsible development of its activities.

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.

The Sept-Îles Port Authority has a wholly owned subsidiary named: Developments PSI Inc. The parent institution's report is intended to fulfill the reporting requirement on the subsidiary's behalf.

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.

The institution was not party to any service agreements under section 96 of the Access to Information Act during this reporting period.

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

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.

PERFORMANCE UNDER PART 1 OF THE ACCESS TO INFORMATION ACT, 2025–2026

Two (2) formal Access to Information requests were received by the Sept-Îles Port Authority during the reporting period and none were outstanding from the previous reporting period. One (1) formal request was treated within 0 to 15 days and one (1) formal request was treated within 16 to 30 days.

EDUCATION AND TRAINING

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

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.

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.

PROACTIVE PUBLICATION REQUIREMENTS TABLE

Legislative Requirement	**Section of ATIA**	**Publication Timeline**	**Does requirement apply to your institution? (Y/N)**	**Internal group(s) or positions(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 *Access to Information Act*						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	ATIP Coordinator	0%	Nil
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	ATIP Coordinator	0%	Nil
Reports tabled in Parliament	84	Within 30 days after tabling	Y	ATIP Coordinator	0%	Nil
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 *Financial Administration Act*						
Contracts over	86	Q1-3: Within 30	N			

$10,000		days after the quarter Q4: Within 60 days after the quarter				
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 equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N			
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 *Financial Administration Act* 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	74(a)	Within 120 days after appointment	N			

government institution for new or incoming ministers						
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 Common 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	N			

		reimbursement				
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			

The Sept-Îles Port Authority did not implement proactive publishing.

MONITORING COMPLIANCE

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