



Annual Report to Parliament

Access to Information Act

Trois-Rivières Port Authority

From April 1st, 2018 to March 31, 2019

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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 Port of Trois-Rivières became a Canadian Port Authority under the provisions of the Canada Marine Act on May 1st, 1999.

The Trois-Rivières Port Authority (TRPA) manages the Port of Trois-Rivières, namely the lands and port facilities transferred by Transports Canada.

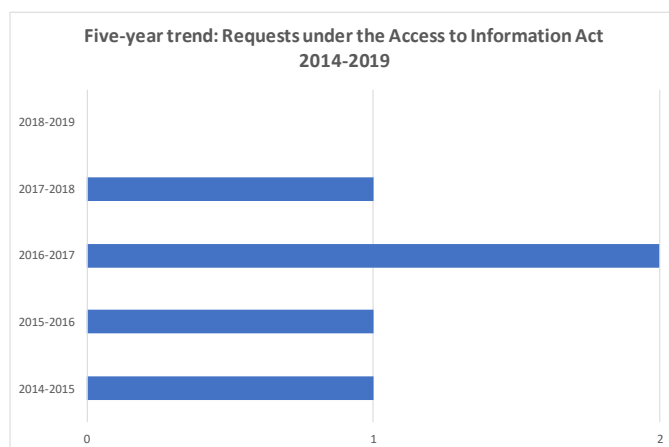
STRUCTURE OF THE ATIP OFFICE

Responsibility for processing requests received under the *Access to Information Act* rests with the Access to Information and Privacy Coordinator who is also the Director – Finances and Administration. The Access to Information and Privacy Coordinator oversees the implementation of the *Access to Information Act* within the TRPA, and ensures compliance with the legislation. Due to the limited number of information requests, there is no staff dedicated to the function.

STATISTICS

Interpretation of the Statistical Report

Requests Received Under the *Access to Information Act*: 2



Exemptions Invoked: n/a

Exclusions Invoked: n/a

Operational Costs to Administer the Act: \$0

Percentage of requests answered on time: 100%.

No formal Access to Information requests received by the TRPA during the reporting period.

INSTITUTIONAL POLICIES AND PROCEDURES

The TRPA 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 TRPA, who delegated this authority to the Director – Finances and Administration. Copy of this resolution is presented in appendix B.

EDUCATION AND TRAINING

The TRPA did not offer any training activity on the *Access to Information Act* during the reporting period.

MONITORING

As only one request was received no monitoring was conducted during the reporting period.

COMPLAINTS AND INVESTIGATIONS

No complaint was 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.

NOTE

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

Furthermore, the Annual Reports are tabled in Parliament in accordance with section 72 of the *Access to information Act*.