



Annual report to Parliament

Access to Information Act

Trois-Rivières Port Authority

April 1, 2024 to March 31, 2025

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A1. INTRODUCTION

The *Access to Information Act* (ATIA) grants Canadian citizens, as well as individuals and corporations residing in Canada, the right to access federal government records that do not contain personal information. The Act complements but does not replace other means of accessing government information. It is not intended to limit access to government information that would normally be available to the public upon request.

Under section 94(1) of the ATIA, the head of every federal institution must prepare and submit to Parliament an annual report on the institution's compliance with the ATIA during the previous fiscal year. This report covers the period from April 1, 2024, to March 31, 2025.

The Trois-Rivières Port Authority (TRPA) declares that this annual report will be submitted to Parliament.

The TRPA became a Canadian Port Authority on May 1, 1999, under the *Canada Marine Act*. The TRPA manages the Port of Trois-Rivières, including lands and port facilities transferred by Transport Canada.

A2. ORGANIZATIONAL STRUCTURE

The Access to Information Coordinator, who also serves as our legal advisor and corporate secretary, is responsible for processing requests received under the ATIA.

The Director of Agreements and Partnerships ensures that accountability obligations to various government entities are met.

Together, they oversee the implementation of the ATIA and ensure TRPA's compliance with applicable legislation and regulations.

No service contracts related to access to information under section 96 of the ATIA were entered into during the reporting year.

For a breakdown of the groups or positions responsible for ensuring compliance with each applicable proactive disclosure requirement under Part 2 of the Access to Information Act, see the "**Table of Proactive Publication Requirements**" below.

A3. DELEGATION OF AUTHORITY

A signed and dated copy of the delegation of authority is attached to this report.

A4. PERFORMANCE (PART 1 ATIA)

No access to information requests were received during the year covered by this report. Therefore, no requests are currently active.

We also had no active complaints as of the end of the reporting year.

A5. TRAINING AND AWARENESS

The TRPA did not offer any training activities on the ATIA during the period covered by this report.

A6. POLICIES, GUIDELINES AND PROCEDURES

The APTR did not implement any new or revised policies, guidelines, or procedures related to access to information during the reporting period.

A7. INITIATIVES AND PROJECTS

The TRPA is currently drafting an action plan that includes training sessions on the LAI for TRPA staff members.

A8. SUMMARY OF ISSUES AND COMPLAINTS

No complaints were received, and no difficulties arose regarding the application of the ATIA during the period covered by this report.

A9. PROACTIVE PUBLICATION (PART 2 ATIA)

See table on the following page.

A10. MONITORING AND COMPLIANCE

Considering that the TRPA is a small organization receiving few requests annually compared to other institutions, the time required to process access to information requests is monitored directly by the coordinator. No other specific controls were conducted during the reporting period.

Table of Proactive Publication Requirements

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y or 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
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	-	-	-
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement	Y	-	-	-
Any report tabled in Parliament under an Act of Parliament	84	Within 30 days after the day on which it is tabled	Y	-	-	-
Government entities or departments, agencies and other bodies subject to the <i>Act</i> and listed in Schedules I, I.1 or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Quarters 1 to 3: within 30 days after the quarter Quarter 4: within 60 days after the quarter	N	N/A	N/A	N/A
Grants and contributions over \$25,000	87	Within 30 days after the quarter	N	N/A	N/A	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N	N/A	N/A	N/A

Titles and reference numbers of memoranda prepared for a deputy head, or equivalent, that are received by their office	88(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
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	N/A	N/A	N/A
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 (that is, government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N	N/A	N/A	N/A
Ministers						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N	N/A	N/A	N/A
Titles and reference numbers of memoranda, prepared by a government institution for the minister, that are received by their office	74(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A

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 the last sitting day of the House of Commons in June and December	N	N/A	N/A	N/A
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	N/A	N/A	N/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A
Contracts over \$10,000	77	Q1 to Q3: within 30 days after the quarter Q4: within 60 days after the quarter	N	N/A	N/A	N/A
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	N/A	N/A	N/A