Annual Report to Parliament

Access to Information Act

Trois-Rivières Port Authority

April 1, 2025 to March 31, 2026

TABLE OF CONTENTS

A1. INTRODUCTION 3

A2. ORGANIZATIONAL STRUCTURE 3

A3. DELEGATION ORDER 4

A4. PERFORMANCE UNDER PART 1 OF THE ATIA 4

A5. TRAINING AND AWARENESS 4

A6. POLICIES, GUIDELINES AND PROCEDURES 4

A7. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION 4

A8. SUMMARY OF KEY ISSUES AND COMPLAINTS 4

A9. PROACTIVE PUBLICATION 5

A10. MONITORING AND COMPLIANCE 5

A1. INTRODUCTION

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

Pursuant to subsection 94(1) of the ATIA, the head of every federal institution is required to prepare, for tabling in Parliament, an annual report on the administration of the ATIA within the institution during the previous fiscal year. This report covers the period from April 1, 2025 to March 31, 2026.

The Trois-Rivières Port Authority (TRPA) states that this annual report will be tabled in Parliament.

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

The TRPA has one wholly owned subsidiary, Gestion Port de Trois-Rivières (GPTR), which is wholly owned by the Trois-Rivières Port Authority. This TRPA report is also intended to fulfill the reporting and tabling requirement on behalf of GPTR.

A2. ORGANIZATIONAL STRUCTURE

Responsibility for processing requests received under the ATIA rests with the Access to Information Coordinator, who is also the Legal Advisor and Corporate Secretary.

Supported by the Director, Agreements, Partnerships and Legal Affairs, they ensure that the reporting obligations to various government entities are met. They monitor the implementation of the ATIA and ensure the TRPA's compliance with the applicable legislation and regulations.

No service agreements related to access to information under section 96 of the ATIA were entered into during the reporting period covered by this report.

For a breakdown of the groups or positions 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.

A3. DELEGATION ORDER

Pursuant to a resolution adopted by the Board of Directors of the Trois-Rivières Port Authority on November 6, 2024, the powers, duties and functions of the head of the institution under the Access to Information Act have been delegated to Me Jean Mongeau, Corporate Secretary of TRPA. He is authorized to exercise all authority necessary for the administration of requests made under the Act.

A4. PERFORMANCE UNDER PART 1 OF THE ATIA

No access to information requests were received during the reporting period covered by this report. Accordingly, there are no active requests as of the date of this report. The TRPA had no active complaints as of the end of the reporting period covered by this report.

A5. TRAINING AND AWARENESS

The TRPA did not provide any training activities related to the ATIA during the reporting period.

A6. POLICIES, GUIDELINES AND PROCEDURES

The TRPA did not implement or revise any new policies, directives or procedures related to access to information during the reporting period covered by this report.

A7. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

Since April 2026, the TRPA has undertaken a proactive initiative to modernize its governance framework with respect to access to information. This initiative will include updating key governance policies and refreshing the content published in Info Source in order to improve its accuracy, consistency and accessibility to the public. The exercise also helped align the various components of the documentation framework, clarify governance responsibilities and strengthen the transparency of information management practices. These efforts are part of an ongoing commitment to continuous improvement and are intended to ensure sustained compliance with the requirements of the *Access to Information Act*, the *Privacy Act* and the guidance of the Treasury Board of Canada Secretariat.

A8. SUMMARY OF KEY ISSUES AND COMPLAINTS

No complaints were received and no issues arose with respect to the administration of the ATIA during the reporting period covered by this report.

A9. PROACTIVE PUBLICATION

See table below

A10. MONITORING AND COMPLIANCE

Given that the TRPA is a small organization and receives few requests annually compared with other institutions, monitoring of the time required to process access to information requests is carried out directly by the Coordinator, supported by the Director, Agreements, Partnerships and Legal Affairs. No other specific monitoring was conducted 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	-	-	-
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	-	-	-
Reports tabled in Parliament	84	Within 30 days after tabling	Y	-	-	-
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 $10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Grants & Contributions over $25,000	87	Within 30 days after the quarter	N	N/A	N/A	N/A
Packages of briefing	88(a)	Within 120 days after appointment	N	N/A	N/A	N/A

materials prepared for new or incoming deputy heads or equivalent						
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	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
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	N/A	N/A	N/A
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 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	74(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A

the minister, that is received by their office						
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	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	Q1-3: 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	78	Within 120 days after the fiscal year	N	N/A	N/A	N/A

currently published by TBS on behalf of all institutions.						