

Annual Report to Parliament
Access to Information Act

Great Lakes Pilotage Authority

2022-2023

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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 Great Lakes Pilotage Authority is a Crown Corporation listed in Schedule III, Part 1 of F.A.A. Act and was established on February 1, 1972 pursuant to the Pilotage Act.

The mission of the Great Lakes Pilotage Authority is to establish, operate, maintain and administer in the interest of safety, an efficient pilotage service within the Great Lakes region for commercial vessels.

It manages its own financial and operational affairs and reports to the Minister of Transport.

It is directly responsible for the implementation and administration of the Access to Information Act. It reports annually to Parliament on the administration and application of the Access to Information Act in accordance with Section 94 of this Act.

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 of Human Resources. The Access to Information and Privacy Coordinator oversees the implementation of the *Access to Information Act* within the Great Lakes Pilotage Authority and ensures compliance with the legislation. Due to the limited number of information requests, there are no staff dedicated to the function.

STATISTICS

Interpretation of the Statistical Report

There were zero (0) new requests received under the *Access to Information Act* for the reporting year of April 1, 2022, to March 31, 2023. There were no outstanding requests at March 31, 2023.

There were no exemptions invoked.

There were no exclusions invoked.

The operational costs to administer the Act for the reporting period are \$300.00.

INSTITUTIONAL POLICIES AND PROCEDURES

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

DELEGATION OF AUTHORITY

There is no Delegation Order on record for Great Lakes Pilotage Authority. The signing authority for the administration of the *Access to Information Act* remains with the Chief Executive Officer of the Great Lakes Pilotage Authority.

EDUCATION AND TRAINING

The Great Lakes Pilotage 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 were encountered in the administration of the *Access to Information Act* during the reporting period.

MONITORING COMPLIANCE

Great Lakes Pilotage Authority does not currently have a formal monitoring and/or tracking system in place in relation to requests received under the *Access to Information Act*.