

# **ATLANTIC PILOTAGE AUTHORITY 2019-2020 ANNUAL REPORT TO PARLIAMENT**

## **REQUESTS UNDER ACCESS TO INFORMATION**

pursuant to the application of the *Access to Information and Privacy Act*.

### **1. INTRODUCTION**

The purpose of the *Access to Information Act* is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific and that decisions on the disclosure of government information should be reviewed independently of government.

In accordance with section 72 of the *Access to Information Act*, the annual report is prepared and tabled in Parliament.

The Atlantic Pilotage Authority is a Crown Corporation under Schedule C, Part I of the Financial Administration Act and was established on February 1, 1972 pursuant to the *Pilotage Act*. Its mandate is to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service in the Atlantic region.

It manages its own financial and operational affairs and reports to the Minister of Transport through the office of the Assistant Deputy Minister/Marine.

It is directly responsible for the implementation and administration of the *Access to Information Act*.

### **2. ORGANIZATIONAL STRUCTURE**

As of March 31, 2020, the Atlantic Pilotage Authority's ATIP requests and reporting are managed by the Chief Financial Officer and an administrative assistant. The Chief Financial Officer is also the organization's ATIP Coordinator as delegated by the Chief Executive Officer and head of the Crown Corporation. External counsel for the Authority provides legal advice to the ATIP Coordinator on the application and interpretation of the *Act* and relevant case law when requested.

### 3. DELEGATION ORDER

The Chief Executive Officer and head of the Crown Corporation delegated authority to Brian Bradley, the Chief Financial Officer, to perform any of the powers, duties or functions of the head of the institution under this *Act* that are specified in the order.

### 4. HIGHLIGHTS OF THE STATISTICAL REPORT

- (a) Statistical reports covering period April 1, 2019 to March 31, 2020 are attached. For this reporting period, no requests were received during the reporting period.

| Source                         | 2019-20     | 2018-19     | 2017-18     | 2016-17     |
|--------------------------------|-------------|-------------|-------------|-------------|
| Media                          |             |             |             |             |
| Academia                       |             |             |             |             |
| Business                       |             |             |             |             |
| Organization                   |             |             |             |             |
| Public                         |             |             |             |             |
| <b>Total Requests Received</b> | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>% completed</b>             | <b>100%</b> | <b>100%</b> | <b>100%</b> | <b>100%</b> |

- (b) Interpretations/Explanation: There were no requests received during this period.
- (c) Supporting Documentation: To comply with the requirements of this *Act* necessary procedures have been put in place to ensure that any request received will be processed in accordance with the provisions of the *Act*. The Chief Financial Officer acts as coordinator under Section 73 and presently, because of the lack of demand for these services, spends less than 1% of his time on the act related activities. Reading room facilities are available. Accessible information is available to any interested person or body.
- (d) Institutional Policies: There are no institutional policies other than complying with the requirements of the *Act* as set out in the Regulations.
- (e) Investigations: There were no investigations.

### 5. TRAINING AND AWARENESS SESSIONS

No training activities or awareness sessions were provided during the reporting period.

**6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES**

No new or revised access to information policies or guidelines were formally implemented this past fiscal year.

**7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS**

There were no complaints received or audits conducted.

**8. MONITORING COMPLIANCE**

There are only two employees that are involved in the processing of the Atlantic Pilotage Authority's ATIP requests. As such, a formal monitoring procedure has not been established. The ATIP Coordinator signs all outgoing correspondence and is aware of the status of each file.

## ANNEX – DELEGATION LETTER



**Atlantic  
Pilotage  
Authority**

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**Administration  
de Pilotage  
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September 14, 2018

Ms. Valerie Lance  
Investigator  
Office of the Information Commissioner of Canada  
Place de Ville, Tower B  
112 Kent Street, 22<sup>nd</sup> Floor  
Ottawa ON K1A 1H3

**Re: ATIP - Section 73 - Delegation by the head of a government institution**

Dear Ms. Lance:

This letter will serve to confirm that I hereby appoint Mr. Brian Bradley, our Chief Financial Officer of the Atlantic Pilotage Authority, to perform any of the powers, duties or functions of the head of the institution under this Act that are specified in the order.

If further information is required, please do not hesitate to contact the undersigned.

Sincerely,

Sean Griffiths  
Chief Executive Officer

Canada 