

PACIFIC PILOTAGE AUTHORITY
**ANNUAL
REPORTS ON
ACCESS TO
INFORMATION
AND PRIVACY**
APRIL 1, 2023 TO MARCH 31, 2024



Pacific Pilotage
Authority

Administration de pilotage
du Pacifique

Canada



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PILOT BOARDING STATIONS

Sand Heads, off Steveston
Brotchie Ledge, off Victoria
Cape Beale, off Port Alberni
Triple Island, off Prince Rupert
Pine Island, off Port Hardy

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WHAT IS THE PACIFIC PILOTAGE AUTHORITY?

Commercial vessels greater than 350 gross tons, and pleasure craft greater than 500 gross tons, while travelling in the pilotage waters of the west coast of Canada, are legally required to use the services of a Canadian marine pilot as per the *General Pilotage Regulations*, which are enabled by the *Pilotage Act*. The Pacific Pilotage Authority (“the Authority”) is a federal Crown corporation whose mandate is to administer this marine pilotage service in the waters on the west coast of Canada. Our area of jurisdiction encompasses the entire British Columbia coast, extending approximately two nautical miles from every major point of land.

This jurisdiction includes the Fraser River and stretches from the States of Alaska in the north to Washington in the south and is one of the largest mandatory pilotage areas in the world. This unique coast wide pilotage model enables the Authority to service all ports on the West Coast, as well as the cruise ships that transit the inside passages of BC, with a small group of marine pilots.

Marine pilotage is all about safety as it serves to protect people, property and the environment, and thus the interests of the Canadian people. We hold ourselves accountable to the Canadian public in this regard.

Mandate

The mandate of the Authority is to establish, operate, maintain, and administer, in the interests of safety of navigation, an efficient pilotage service within the region set out in respect of the Authority, whilst aligning with the principles set out in the *Pilotage Act*.

Principles

The *Pilotage Act* sets out a framework for the provision of pilotage services in accordance with the following principles:



that pilotage services be provided in a manner that promotes and contributes to the safety of navigation, including the safety of the public and marine personnel, and that protects human health, property and the environment;



that pilotage services be provided in an efficient and cost-effective manner;



that risk management tools be used effectively and that evolving technologies be taken into consideration; and



that an Authority’s pilotage charges be set at levels that allow the Authority to be financially self-sufficient.

Our Vision



The Authority's vision is to lead a world-class marine pilotage service on the west coast of Canada.

The Authority has been very thoughtful and deliberate in setting our sights on leading a world-class marine pilotage service on the west coast of Canada. Our vision is by its very definition bold and ambitious – just like the team members who make up the Authority and our strategic partners. To achieve our vision the Authority must demonstrate:

- An industry-leading safety record
- A culture of operational efficiency where customers receive value for fees paid and the Authority is financially self-sustaining
- A leadership role in the industry – regionally and nationally

Our Mission



The Authority is dedicated to providing safe, efficient and cost-effective marine pilotage.

We will do this by working in partnership with the pilots, the shipping industry and the communities in which we operate, to protect the environment and advance the interests of Canada and its people.

Corporate Objectives



Our objectives in 2023 were as follows:

1. Provide safe, reliable and efficient marine pilotage

To provide safe, reliable and efficient marine pilotage and related services in the coastal waters of British Columbia, including the Fraser River, by embracing a culture of continuous improvement.

2. Ensure financial self-sufficiency

To provide the services within a commercially oriented framework, by maintaining financial self-sufficiency, through a combination of cost management and fees that are fair and reasonable.

3. Promote organizational and environmental sustainability

To implement sustainable practices within the Authority with a focus on quality assurance, and to contribute to the federal government's environmental, social and economic policies as they apply to the marine industry on the Pacific coast of Canada.

4. Demonstrate leadership

To assume a leadership role in the marine industry we serve, by demonstrating national influence and engaging the community in order to facilitate decisions that result in improvements to navigational safety and the efficiency of marine operations.

5. Manage risk

To ensure that risk management tools are used in all safety related decisions for both the organization and its operations and that evolving technologies are taken into consideration.

6. Focus on the future

By using early warning indicators, ensure that the Authority is prepared, both financially and operationally, to deal effectively with changes to the marine industry, the changing regulatory landscape and the complex environment within which we operate.

Corporate Values



Honesty/Integrity

We will ensure honesty and integrity in everything that we do. We share responsibility for being effective, accountable and acting appropriately. We consider the outcome of decisions for all those affected before we implement change. We act with visible integrity and openness and support each other in these actions.

Positive Stakeholder Relations

We will work hard to maintain positive relations with all stakeholders including the shipping industry, the pilots and their respective organizations, our employees, the communities in which we operate and all other related individuals and organizations.

Service Quality

We strive for excellence in all our activities. We continuously learn, develop and improve. We take pride in our work and in the services we provide to our clients and partners.

Accountability/Responsibility

We are accountable, as individuals, team members and as an organization for our actions and our decisions. We make effective and efficient use of the resources provided to us. We adhere to our policies and procedures, our mission and objectives, and to the regulations governing us. When our commitment to innovation is at odds with existing procedures, we will work within the system to achieve positive change and improvement.

Adaptability and Innovation

We value innovation and creativity. We encourage and support originality and diversity of thought. As individuals and as teams, working with our internal and external partners, we welcome new ideas and methods to enhance our service and the use of our resources.

ACCESS TO INFORMATION ACT - ANNUAL REPORT

THIS REPORT COVERS THE PERIOD FROM APRIL 1, 2023 TO MARCH 31, 2024

PURPOSE OF THE ACCESS TO INFORMATION ACT

The *Access to Information Act* describes its purpose as follows:

“The purpose of this 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.”

This report on the administration of the *Access to Information Act* is prepared and tabled in Parliament in accordance with section 94 of the Act.

ORGANIZATIONAL STRUCTURE TO FULFILL ACCESS TO INFORMATION REQUESTS

The Chief Financial Officer serves as the Authority’s Access to Information and Privacy coordinator.

DELEGATION ORDER

April 25, 2024

Pursuant to Section 95 of the Access to Information Act, I, Lorraine Cunningham, Chair of the Pacific Pilotage Authority, do hereby designate the Chief Financial Officer to exercise the powers and functions conferred on me by the Act.



Lorraine Cunningham
Chair



TRAINING

No new training related to the Access to Information Act in this fiscal period.

NEW INSTITUTION SPECIFIC POLICIES, GUIDELINES AND PROCEDURES

There were no new specific policies, guidelines or procedures implemented during the reporting period.

STATISTICAL REPORTS – OVERVIEW

The Authority received three requests during the 2023 - 2024 year, and five in the prior year.

The five year trend analysis is shown below:

| Year | 2019 - 20 | 2020 - 21 | 2021 - 22 | 2022 - 23 | 2023 - 24 |
|--|-----------|-----------|-----------|-----------|-----------|
| Requests received | 0 | 0 | 5 | 5 | 3 |
| Outstanding from previous reporting period | 0 | 0 | 0 | 0 | 5 |
| Requests abandoned | 0 | 0 | 0 | 0 | 1 |
| Exemptions | 0 | 0 | 0 | 0 | 1 |
| Pages processed | 0 | 0 | 18 | 0 | 472 |
| Requests processed under 30 days | 0 | 0 | 5 | 0 | 6 |

In addition to the official requests under this legislation the Authority regularly responds to informal information requests throughout the year. Many of these requests relate to vessel traffic movements in the area of our jurisdiction.

COMPLAINTS, AUDITS AND INVESTIGATIONS

The Authority did not have any complaints, audits or investigations during the reporting year.

REQUEST PROCESSING TIME

The five requests received in 2022/23 were received in March 2023 and had not been processed as of March 31, 2023 – the end of the previous reporting period. Four were processed within the time limits specified by the Act, one required a 30-day extension. Three new requests were received during the current reporting period, of which one was abandoned; the other two were processed within the time limits specified by the Act.

PROACTIVE PUBLICATION UNDER PART 2 OF THE ACCESS TO INFORMATION ACT

The Authority is a Crown corporation listed in Schedule III, Part 1 of the *Financial Administration Act*, and is therefore not subject to the proactive publication requirements of Part 2 and sections 74 to 78 of the *Access to Information Act*.

MONITORING COMPLIANCE

Due to the low volume of access to information requests, the Authority, through its Coordinator, informally monitors the time spent to process such requests. All reasonable efforts are undertaken by the Authority to process all requests in accordance with the Act's prescribed timeframes.



Statistical Report on the Access to Information Act

Name of institution: Pacific Pilotage Authority

Reporting period: 2023-04-01 to 2024-03-31

SECTION 1: REQUESTS UNDER THE ACCESS TO INFORMATION ACT

1.1 Number of requests

| | | Number of Requests |
|---|---|---------------------------|
| Received during reporting period | | 3 |
| Outstanding from previous reporting periods | | 5 |
| Outstanding from previous reporting period | 5 | |
| Outstanding from more than one reporting period | 0 | |
| Total | | 8 |
| Closed during reporting period | | 8 |
| Carried over to next reporting period | | 0 |
| Carried over within legislated timeline | 0 | |
| Carried over beyond legislated timeline | 0 | |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|---------------------------|
| Media | 0 |
| Academia | 0 |
| Business (private sector) | 2 |
| Organization | 0 |
| Public | 1 |
| Decline to Identify | 0 |
| Total | 3 |

1.3 Channels of requests

| Source | Number of Requests |
|---------------|---------------------------|
| Online | 1 |
| E-mail | 2 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 3 |



SECTION 2: INFORMAL REQUESTS

2.1 Number of informal requests

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 2 |
| Outstanding from previous reporting periods | | 0 |
| Outstanding from previous reporting period | 0 | |
| Outstanding from more than one reporting period | 0 | |
| Total | | 2 |
| Closed during reporting period | | 2 |
| Carried over to next reporting period | | 0 |

2.2 Channels of informal requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 2 |
| E-mail | 0 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 2 |

2.3 Completion time of informal requests

| | | | | | | | Completion Time | | |
|--------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-----------------|--|-------|
| 0 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | | | Total |
| 2 | 0 | 0 | 0 | 0 | 0 | 0 | | | 2 |

2.4 Pages released informally

| Less than 100 Pages Released | | 100 - 500 Pages Released | | 501 -1000 Pages Released | | 1001 - 5000 Pages Released | | More Than 5000 Pages Released | |
|---------------------------------|-------------------|-----------------------------|-------------------|-----------------------------|-------------------|-------------------------------|-------------------|----------------------------------|-------------------|
| Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.5 Pages re-released informally

| Less than 100 Pages Re-released | | 100 - 500 Pages Re-released | | 501 -1000 Pages Re-released | | 1001 - 5000 Pages Re-released | | More Than 5000 Pages Re-released | |
|------------------------------------|----------------------|--------------------------------|----------------------|--------------------------------|----------------------|----------------------------------|----------------------|-------------------------------------|----------------------|
| Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released |
| 2 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



SECTION 3: APPLICATIONS TO THE INFORMATION COMMISSIONER ON DECLINING TO ACT ON REQUESTS

| | Number of Requests |
|--|--------------------|
| Outstanding from previous reporting period | 0 |
| Sent during reporting period | 0 |
| Total | 0 |
| Approved by the Information Commissioner during reporting period | 0 |
| Declined by the Information Commissioner during reporting period | 0 |
| Withdrawn during reporting period | 0 |
| Carried over to next reporting period | 0 |

SECTION 4: REQUESTS CLOSED DURING THE REPORTING PERIOD

4.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|---|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
| | 0 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 6 |
| Disclosed in part | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request transferred | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 3 | 4 | 1 | 0 | 0 | 0 | 0 | 8 |

4.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a) | 0 | 16(2) | 0 | 18(a) | 0 | 20.1 | 0 |
| 13(1)(b) | 0 | 16(2)(a) | 0 | 18(b) | 0 | 20.2 | 0 |
| 13(1)(c) | 0 | 16(2)(b) | 0 | 18(c) | 0 | 20.4 | 0 |
| 13(1)(d) | 0 | 16(2)(c) | 0 | 18(d) | 0 | 21(1)(a) | 1 |
| 13(1)(e) | 0 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 0 |
| 14 | 0 | 16.1(1)(a) | 0 | 18.1(1)(b) | 0 | 21(1)(c) | 0 |
| 14(a) | 0 | 16.1(1)(b) | 0 | 18.1(1)(c) | 0 | 21(1)(d) | 0 |
| 14(b) | 0 | 16.1(1)(c) | 0 | 18.1(1)(d) | 0 | 22 | 0 |
| 15(1) | 0 | 16.1(1)(d) | 0 | 19(1) | 1 | 22.1(1) | 0 |
| 15(1) - I.A.* | 0 | 16.2(1) | 0 | 20(1)(a) | 0 | 23 | 0 |
| 15(1) - Def.* | 0 | 16.3 | 0 | 20(1)(b) | 1 | 23.1 | 0 |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 0 | 24(1) | 0 |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 0 | 26 | 0 |
| 16(1)(a)(ii) | 0 | 16.5 | 0 | 20(1)(d) | 0 | | |
| 16(1)(a)(iii) | 0 | 16.6 | 0 | | | | |
| 16(1)(b) | 0 | 17 | 0 | | | | |
| 16(1)(c) | 0 | | | | | | |
| 16(1)(d) | 0 | | | | | | |

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities



4.3 Exclusions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------|--------------------|----------|--------------------|-----------------|--------------------|
| 68(a) | 0 | 69(1) | 0 | 69(1)(g) re (a) | 0 |
| 68(b) | 0 | 69(1)(a) | 0 | 69(1)(g) re (b) | 0 |
| 68(c) | 0 | 69(1)(b) | 0 | 69(1)(g) re (c) | 0 |
| 68.1 | 0 | 69(1)(c) | 0 | 69(1)(g) re (d) | 0 |
| 68.2(a) | 0 | 69(1)(d) | 0 | 69(1)(g) re (e) | 0 |
| 68.2(b) | 0 | 69(1)(e) | 0 | 69(1)(g) re (f) | 0 |
| | | 69(1)(f) | 0 | 69.1(1) | 0 |

4.4 Format of information released

| Paper | Electronic | | | | Other |
|-------|------------|----------|-------|-------|-------|
| | E-record | Data set | Video | Audio | |
| 0 | 7 | 0 | 0 | 0 | 0 |

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 472 | 0 | 8 |

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

| Disposition | Less Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|---|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed |
| All disclosed | 5 | 29 | 1 | 308 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 1 | 135 | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 6 | 29 | 2 | 443 | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.3 Relevant minutes processed and disclosed for audio formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |



4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.5 Relevant minutes processed and disclosed for video formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |



4.5.7 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Other | Total |
|---|-----------------------|---------------------|----------|----------|
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 1 | 0 | 0 | 1 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 1 | 0 | 0 | 1 |

4.6 Closed requests

4.6.1 Number of requests closed within legislated timelines

| | |
|---|------|
| Number of requests closed within legislated timelines | 7 |
| Percentage of requests closed within legislated timelines (%) | 87.5 |

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

| Number of Requests Closed Past the Legislated Timelines | Principal Reason | | | |
|---|---|-----------------------|-----------------------|-------|
| | Interference with Operations / Workload | External Consultation | Internal Consultation | Other |
| 1 | 0 | 1 | 0 | 0 |

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

| Number of Days Past Legislated Timelines | Number of Requests Past Legislated Timeline Where No Extension Was Taken | Number of Requests Past Legislated Timeline Where an Extension Was Taken | Total |
|--|--|--|----------|
| 1 to 15 days | 0 | 0 | 0 |
| 16 to 30 days | 0 | 0 | 0 |
| 31 to 60 days | 0 | 1 | 1 |
| 61 to 120 days | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 0 |
| 181 to 365 days | 0 | 0 | 0 |
| More than 365 days | 0 | 0 | 0 |
| Total | 0 | 1 | 1 |

4.8 Requests for translation

| Translation Requests | Accepted | Refused | Total |
|----------------------|----------|----------|----------|
| English to French | 0 | 0 | 0 |
| French to English | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |



SECTION 5: EXTENSIONS

5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 9(1)(a) | 9(1)(b) | | 9(1)(c) |
|--|--|----------------------------|-------|-----------------------|
| | Interference With Operations / Workload | Consultation Section 69 | Other | Third-Party Notice |
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 1 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 0 | 1 | 0 | 0 |

5.2 Length of extensions

| Length of Extensions | 9(1)(a) | 9(1)(b) | | 9(1)(c) |
|----------------------|--|----------------------------|-------|-----------------------|
| | Interference With Operations / Workload | Consultation Section 69 | Other | Third-Party Notice |
| 30 days or less | 0 | 1 | 0 | 0 |
| 31 to 60 days | 0 | 0 | 0 | 0 |
| 61 to 120 days | 0 | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 0 | 0 |
| 181 to 365 days | 0 | 0 | 0 | 0 |
| 365 days or more | 0 | 0 | 0 | 0 |
| Total | 0 | 1 | 0 | 0 |

SECTION 6: FEES

| Fee Type | Fee Collected | | Fee Waived | | Fee Refunded | |
|--------------|---------------|--------|------------|--------|--------------|--------|
| | Requests | Amount | Requests | Amount | Requests | Amount |
| Application | 0 | \$0 | 3 | \$15 | 0 | \$0 |
| Other fees | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| Total | 0 | \$0 | 3 | \$15 | 0 | \$0 |



SECTION 7: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

7.1 Consultations received from other Government of Canada institutions and other organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period | 4 | 62 | 0 | 0 |
| Outstanding from the previous reporting period | 0 | 0 | 0 | 0 |
| Total | 4 | 62 | 0 | 0 |
| Closed during the reporting period | 4 | 62 | 0 | 0 |
| Carried over within negotiated timelines | 0 | 0 | 0 | 0 |
| Carried over beyond negotiated timelines | 0 | 0 | 0 | 0 |

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 0 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More than 365 Days | |
| Disclose entirely | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Disclose in part | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 0 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More than 365 Days | |
| Disclose entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclose in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



SECTION 8: COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

8.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

8.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 9: INVESTIGATIONS AND REPORTS OF FINDINGS

9.1 Investigations

| Section 32 Notice of intention to investigate | Subsection 30(5) Ceased to investigate | Section 35 Formal representations |
|--|---|--------------------------------------|
| 0 | 0 | 0 |

9.2 Investigations and reports of findings

| Section 37(1) Initial Reports | | | Section 37(2) Final Reports | | |
|-------------------------------|---|--|-----------------------------|---|--|
| Received | Containing recommendations issued by the Information Commissioner | Containing an intent to issue an order by the Information Commissioner | Received | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner |
| 0 | 0 | 0 | 0 | 0 | 0 |



SECTION 10: COURT ACTION

10.1 Court actions on complaints

| Section 41 | | | | |
|-----------------|-----------------|-----------------|--------------------------|-------|
| Complainant (1) | Institution (2) | Third Party (3) | Privacy Commissioner (4) | Total |
| 0 | 0 | 0 | 0 | 0 |

10.2 Court actions on third party notifications under paragraph 28(1)(b)

| Section 44 - under paragraph 28(1)b |
|-------------------------------------|
| 0 |

SECTION 11: RESOURCES RELATED TO THE ACCESS TO INFORMATION ACT

11.1 Allocated costs

| Expenditures | Amount |
|-----------------------------------|----------------|
| Salaries | \$7,160 |
| Overtime | \$0 |
| Goods and Services | \$0 |
| • Professional services contracts | \$0 |
| • Other | \$0 |
| Total | \$7,160 |

11.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 0.067 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 0.000 |
| Students | 0.000 |
| Total | 0.067 |

PRIVACY ACT - ANNUAL REPORT

THIS REPORT COVERS THE PERIOD FROM APRIL 1, 2023 TO MARCH 31, 2024

PURPOSE OF THE *PRIVACY ACT*

The *Privacy Act* describes its purpose as follows:

“The purpose of this Act is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.”

This report on the administration of the *Privacy Act* is prepared and tabled in Parliament in accordance with section 72 of the Act.

ORGANIZATIONAL STRUCTURE TO FULFILL *PRIVACY ACT* RESPONSIBILITIES

The Chief Financial Officer serves as the Authority’s Access to Information and Privacy coordinator.

DELEGATION ORDER

April 25, 2024

Pursuant to Section 73 of the *Privacy Act*, I, Lorraine Cunningham, Chair of the Pacific Pilotage Authority, do hereby designate the Chief Financial Officer to exercise the powers and functions conferred on me by the Act.



Lorraine Cunningham
Chair



TRAINING

There was no new training related to the *Privacy Act*.

STATISTICAL REPORTS - OVERVIEW

The Authority received no requests during the 2023 - 2024 year.

The five year trend analysis is shown below:

| Year | 2019 - 20 | 2020 - 21 | 2021 - 22 | 2022 - 23 | 2023 - 24 |
|--|-----------|-----------|-----------|-----------|-----------|
| Requests received | 0 | 0 | 0 | 0 | 0 |
| Outstanding from previous reporting period | 0 | 0 | 0 | 0 | 0 |
| Requests abandoned | 0 | 0 | 0 | 0 | 0 |
| Exemptions | 0 | 0 | 0 | 0 | 0 |
| Pages processed | 0 | 0 | 0 | 0 | 0 |
| Requests processed under 30 days | 0 | 0 | 0 | 0 | 0 |

COMPLAINTS, AUDITS AND INVESTIGATIONS

The Authority did not have any complaints, audits or investigations during the reporting year.

REQUEST PROCESSING TIME

The Authority did not process any requests during the year.

PRIVACY BREACHES

The Authority did not record any privacy breaches during the year.

DISCLOSURES UNDER SECTION 8(2) OF THE ACT (DISCLOSURE OF PERSONAL INFORMATION WITHOUT CONSENT)

The Authority did not process any disclosures under this section during the reporting year.

POLICIES, GUIDELINES AND PROCEDURES

No other institutional policies, guidelines or procedures were implemented other than complying with the requirements of the Act as set out in the Regulations.

PRIVACY IMPACT ASSESSMENTS (“PIA”)

The Authority did not complete any PIAs during the reporting period.

MONITORING COMPLIANCE

Although the Authority has not received any privacy requests, it would, through its Coordinator, informally monitor the time spent to process any such requests. All reasonable efforts would be undertaken by the Authority to process any requests in accordance with the Act’s prescribed timeframes.



Statistical Report on the *Privacy Act*

Name of institution: Pacific Pilotage Authority

Reporting period: 2023-04-01 to 2024-03-31

SECTION 1: REQUESTS UNDER THE *PRIVACY ACT*

1.1 Number of requests received

| | | Number of Requests |
|---|---|---------------------------|
| Received during reporting period | | 0 |
| Outstanding from previous reporting periods | | 0 |
| Outstanding from previous reporting period | 0 | |
| Outstanding from more than one reporting period | 0 | |
| Total | | 0 |
| Closed during reporting period | | 0 |
| Carried over to next reporting period | | 0 |
| Carried over within legislated timeline | 0 | |
| Carried over beyond legislated timeline | 0 | |

1.2 Channels of requests

| Source | Number of Requests |
|---------------|---------------------------|
| Online | 0 |
| E-mail | 0 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 0 |

SECTION 2: INFORMAL REQUESTS

2.1 Number of informal requests

| | | Number of Requests |
|---|---|---------------------------|
| Received during reporting period | | 0 |
| Outstanding from previous reporting periods | | 0 |
| Outstanding from previous reporting period | 0 | |
| Outstanding from more than one reporting period | 0 | |
| Total | | 0 |
| Closed during reporting period | | 0 |
| Carried over to next reporting period | | 0 |



2.2 Channels of informal requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 0 |
| E-mail | 0 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 0 |

2.3 Completion time of informal requests

| Completion Time | | | | | | | Total |
|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| 0 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.4 Pages released informally

| Less than 100 Pages Released | | 100 - 500 Pages Released | | 501 -1000 Pages Released | | 1001 - 5000 Pages Released | | More Than 5000 Pages Released | |
|------------------------------|----------------|--------------------------|----------------|--------------------------|----------------|----------------------------|----------------|-------------------------------|----------------|
| Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 3: REQUESTS CLOSED DURING THE REPORTING PERIOD

3.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|------------------------------|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



3.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|----------|--------------------|---------------|--------------------|---------|--------------------|
| 18(2) | 0 | 22(1)(a)(i) | 0 | 23(a) | 0 |
| 19(1)(a) | 0 | 22(1)(a)(ii) | 0 | 23(b) | 0 |
| 19(1)(b) | 0 | 22(1)(a)(iii) | 0 | 24(a) | 0 |
| 19(1)(c) | 0 | 22(1)(b) | 0 | 24(b) | 0 |
| 19(1)(d) | 0 | 22(1)(c) | 0 | 25 | 0 |
| 19(1)(e) | 0 | 22(2) | 0 | 26 | 0 |
| 19(1)(f) | 0 | 22.1 | 0 | 27 | 0 |
| 20 | 0 | 22.2 | 0 | 27.1 | 0 |
| 21 | 0 | 22.3 | 0 | 28 | 0 |
| | | 22.4 | 0 | | |

3.3 Exclusions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|----------|--------------------|----------|--------------------|----------|--------------------|
| 69(1)(a) | 0 | 70(1) | 0 | 70(1)(d) | 0 |
| 69(1)(b) | 0 | 70(1)(a) | 0 | 70(1)(e) | 0 |
| 69.1 | 0 | 70(1)(b) | 0 | 70(1)(f) | 0 |
| | | 70(1)(c) | 0 | 70.1 | 0 |

3.4 Format of information released

| Paper | Electronic | | | | Other |
|-------|------------|----------|-------|-------|-------|
| | E-record | Data set | Video | Audio | |
| 0 | 0 | 0 | 0 | 0 | 0 |

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

| Number of Pages Processed | Number of pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 0 | 0 | 0 |



3.5.2 Relevant pages processed by request disposition for paper, e-record and dataset formats by size of requests

| Disposition | Less Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|------------------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

3.5.3 Relevant minutes processed and disclosed for audio formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |

3.5.4 Relevant minutes processed and disclosed for audio formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|------------------------------|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

3.5.5 Relevant minutes processed and disclosed for video formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |



3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|------------------------------|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

3.5.7 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Interwoven Information | Other | Total |
|------------------------------|-----------------------|---------------------|------------------------|-------|-------|
| All disclosed | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |

3.6 Closed Requests

3.6.1 Number of requests closed within legislated timelines

| | |
|---|---|
| Number of requests closed within legislated timelines | 0 |
| Percentage of requests closed within legislated timelines (%) | 0 |

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

| Number of Requests Closed Past the Legislated Timelines | Principal Reason | | | |
|---|---|-----------------------|-----------------------|-------|
| | Interference with Operations / Workload | External Consultation | Internal Consultation | Other |
| 0 | 0 | 0 | 0 | 0 |



3.7.2 Requests closed beyond legislated timelines (including any extension taken)

| Number of Days Past Legislated Deadline | Number of Requests Past Legislated Timeline Where No Extension Was Taken | Number of Requests Past Legislated Timeline Where An Extension Was Taken | Total |
|---|--|--|-------|
| 1 to 15 days | 0 | 0 | 0 |
| 16 to 30 days | 0 | 0 | 0 |
| 31 to 60 days | 0 | 0 | 0 |
| 61 to 120 days | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 0 |
| 181 to 365 days | 0 | 0 | 0 |
| More than 365 days | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

3.8 Requests for translation

| Translation Requests | Accepted | Refused | Total |
|----------------------|----------|---------|-------|
| English to French | 0 | 0 | 0 |
| French to English | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

SECTION 4: DISCLOSURES UNDER SUBSECTIONS 8(2) AND 8(5)

| Paragraph 8(2)(e) | Paragraph 8(2)(m) | Subsection 8(5) | Total |
|-------------------|-------------------|-----------------|-------|
| 0 | 0 | 0 | 0 |

SECTION 5: REQUESTS FOR CORRECTION OF PERSONAL INFORMATION AND NOTATIONS

| Disposition for Correction Requests Received | Number |
|--|--------|
| Notations attached | 0 |
| Requests for correction accepted | 0 |
| Total | 0 |

SECTION 6: EXTENSIONS

6.1 Reasons for extensions

| Number of extensions taken | 15(a)(i) Interference with operations | | | | 15 (a)(ii) Consultation | | | 15(b) Translation purposes or conversion |
|----------------------------|---|-----------------------|--------------------------|-----------------------------------|---|----------|----------|---|
| | Further review required to determine exemptions | Large volume of pages | Large volume of requests | Documents are difficult to obtain | Cabinet confidence section (Section 70) | External | Internal | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



6.2 Length of extensions

| Length of Extensions | 15(a)(i) Interference with operations | | | | 15 (a)(ii) Consultation | | | 15(b) Translation purposes or conversion |
|----------------------|---|-----------------------|--------------------------|-----------------------------------|---|----------|----------|---|
| | Further review required to determine exemptions | Large volume of pages | Large volume of requests | Documents are difficult to obtain | Cabinet confidence section (Section 70) | External | Internal | |
| 1 to 15 days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 days or greater | | | | | | | | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 7: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

7.1 Consultations received from other Government of Canada institutions and other organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period | 0 | 0 | 0 | 0 |
| Outstanding from the previous reporting period | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |
| Closed during the reporting period | 0 | 0 | 0 | 0 |
| Carried over within negotiated timelines | 0 | 0 | 0 | 0 |
| Carried over beyond negotiated timelines | 0 | 0 | 0 | 0 |

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 0 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclose in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 0 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclose in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

SECTION 8: COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

8.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| | 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

8.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| | 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



SECTION 9: COMPLAINTS AND INVESTIGATIONS NOTICES RECEIVED

| Section 31 | Section 33 | Section 35 | Court action | Total |
|------------|------------|------------|--------------|-------|
| 0 | 0 | 0 | 0 | 0 |

SECTION 10: PRIVACY IMPACT ASSESSMENTS (PIAs) AND PERSONAL INFORMATION BANKS (PIBs)

10.1 Privacy Impact Assessments

| | |
|--------------------------|---|
| Number of PIAs completed | 0 |
| Number of PIAs modified | 0 |

10.2 Institution-specific and Central Personal Information Banks

| Personal Information Banks | Active | Created | Terminated | Modified |
|----------------------------|--------|---------|------------|----------|
| Institution specific | 0 | 0 | 0 | 0 |
| Central | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |

SECTION 11: PRIVACY BREACHES

11.1 Material privacy breaches reported

| | |
|---|---|
| Number of material privacy breaches reported to TBS | 0 |
| Number of material privacy breaches reported to OPC | 0 |

11.2 Non-material privacy breaches reported

| | |
|---|---|
| Number of non-material privacy breaches | 0 |
|---|---|

SECTION 12: RESOURCES RELATED TO THE PRIVACY ACT

12.1 Allocated Costs

| Expenditures | Amount |
|-----------------------------------|--------------|
| Salaries | \$648 |
| Overtime | \$0 |
| Goods and Services | \$0 |
| • Professional services contracts | \$0 |
| • Other | \$0 |
| Total | \$648 |



12.2 Human Resources

| Resources | Person Years Dedicated to Privacy Activities |
|----------------------------------|---|
| Full-time employees | 0.006 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 0.000 |
| Students | 0.000 |
| Total | 0.006 |



SUPPLEMENTAL STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT AND THE PRIVACY ACT

Name of institution: Pacific Pilotage Authority

Reporting period: 2023-04-01 to 2024-03-31

SECTION 1: OPEN REQUESTS AND COMPLAINTS UNDER THE ACCESS TO INFORMATION ACT

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are Within Legislated Timelines as of March 31, 2024 | Open Requests that are Beyond Legislated Timelines as of March 31, 2024 | Total |
|--|--|--|--------------|
| Received in 2023-2024 | 0 | 0 | 0 |
| Received in 2022-2023 | 0 | 0 | 0 |
| Received in 2021-2022 | 0 | 0 | 0 |
| Received in 2020-2021 | 0 | 0 | 0 |
| Received in 2019-2020 | 0 | 0 | 0 |
| Received in 2018-2019 | 0 | 0 | 0 |
| Received in 2017-2018 | 0 | 0 | 0 |
| Received in 2016-2017 | 0 | 0 | 0 |
| Received in 2015-2016 | 0 | 0 | 0 |
| Received in 2014-2015 or earlier | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|---|----------------------------------|
| Received in 2023-2024 | 0 |
| Received in 2022-2023 | 0 |
| Received in 2021-2022 | 0 |
| Received in 2020-2021 | 0 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 0 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 or earlier | 0 |
| Total | 0 |



SECTION 2: OPEN REQUESTS AND COMPLAINTS UNDER THE PRIVACY ACT

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are Within Legislated Timelines as of March 31, 2024 | Open Requests that are Beyond Legislated Timelines as of March 31, 2024 | Total |
|--|--|--|--------------|
| Received in 2023-2024 | 0 | 0 | 0 |
| Received in 2022-2023 | 0 | 0 | 0 |
| Received in 2021-2022 | 0 | 0 | 0 |
| Received in 2020-2021 | 0 | 0 | 0 |
| Received in 2019-2020 | 0 | 0 | 0 |
| Received in 2018-2019 | 0 | 0 | 0 |
| Received in 2017-2018 | 0 | 0 | 0 |
| Received in 2016-2017 | 0 | 0 | 0 |
| Received in 2015-2016 | 0 | 0 | 0 |
| Received in 2014-2015 or earlier | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|---|----------------------------------|
| Received in 2023-2024 | 0 |
| Received in 2022-2023 | 0 |
| Received in 2021-2022 | 0 |
| Received in 2020-2021 | 0 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 0 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 or earlier | 0 |
| Total | 0 |

SECTION 3: SOCIAL INSURANCE NUMBER (SIN)

| | |
|---|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2023-2024? | No |
|---|----|

SECTION 4: UNIVERSAL ACCESS UNDER THE PRIVACY ACT

| | |
|---|---|
| How many requests were received from confirmed foreign nationals outside of Canada in 2023-2024? | 0 |
|---|---|