

PACIFIC PILOTAGE AUTHORITY

ANNUAL REPORTS ON ACCESS TO INFORMATION AND PRIVACY

APRIL 1, 2024 TO MARCH 31, 2025



Pacific Pilotage
Authority

Administration de pilotage
du Pacifique


Canada



2
new access
to information
requests
received during the year



6
pages processed



0
privacy
requests
received during the year

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DISPATCH OFFICES

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Vancouver, BC V6E 4A4

211 Dallas Road
Victoria, BC V8V 1A1

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.

Strategic Objectives



1. National Pilotage System

Work with Transport Canada, other pilotage authorities and key partners towards developing a “National Pilotage System” that is aligned with Transport Canada’s objectives, as set out in the *Pilotage Act*, for a coast-to-coast-to-coast pilotage program, while respecting regional models and expertise.

2. Pilotage NextGen

Establish a future vision for “Pilotage NextGen” that leverages technologies both for the Pilotage Authority and the piloting community taking into consideration input from key partners.

3. Workforce of the Future

Define, implement and embrace a new model for human capital as the “Workforce of the Future” for the Authority and pilotage on Canada’s west coast.

4. Operational and Service Excellence

Commit to continuous improvement and enhancement of the Authority’s services to our customers, whilst remaining financially responsible and sustainable.

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, 2024 TO MARCH 31, 2025

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, 2025

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 two requests during the 2024 - 2025 year.

The five year trend analysis is shown below:

Year	2020 - 21	2021 - 22	2022 - 23	2023 - 24	2024 - 25
Requests received	0	5	5	3	2
Outstanding from previous reporting period	0	0	0	5	0
Requests abandoned	0	0	0	1	0
Exemptions	0	0	0	1	0
Pages processed	0	18	0	472	6
Requests processed under 30 days	0	5	0	6	2

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

Two new requests were received during the current reporting period, and 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			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
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)	1
Organization	0
Public	1
Decline to Identify	0
Total	2

1.3 Channels of requests

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



SECTION 2: INFORMAL REQUESTS

2.1 Number of informal requests

			Number of Requests
Received during reporting period			15
Outstanding from previous reporting periods			0
Outstanding from previous reporting period	0		
Outstanding from more than one reporting period	0		
Total			15
Closed during reporting period			15
Carried over to next reporting period			0

2.2 Channels of informal requests

Source	Number of Requests
Online	15
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	15

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	
15	0	0	0	0	0	0	15

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
11	48	4	1059	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	1	1	0	0	0	0	0	2
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 transferred	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	1	0	0	0	0	0	2

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)	0
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)	0	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)	0	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

	Electronic				
Paper	E-record	Data set	Video	Audio	Other
0	2	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
6	6	2

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	2	6	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	2	6	0	0	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

	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
Disposition	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

	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
Disposition	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	0	0	0	0
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	0	0	0	0

4.6 Closed requests

4.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	100

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
0	0	0	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	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

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	0	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	0	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	0	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	0	0	0

SECTION 6: FEES

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Requests	Amount	Requests	Amount	Requests	Amount
Application	0	\$0	0	\$0	0	\$0
Other fees	0	\$0	0	\$0	0	\$0
Total	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	1	2	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	2	0	0
Closed during the reporting period	1	2	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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

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	\$7,375
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$7,375

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, 2024 TO MARCH 31, 2025

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, 2025

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 2024 - 2025 year.

The five year trend analysis is shown below:

Year	2020 - 21	2021 - 22	2022 - 23	2023 - 24	2024 - 25
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: 2024-04-01 to 2025-03-31

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
	Number of Days	Requests	Disclosed	Requests	Disclosed	Requests	Disclosed	Requests	Disclosed	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
	Number of Days	Requests	Disclosed	Requests	Disclosed	Requests	Disclosed	Requests	Disclosed	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: 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	6	0	0	0
Central	0	0	0	0
Total	6	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
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SECTION 12: RESOURCES RELATED TO THE PRIVACY ACT

12.1 Allocated Costs

Expenditures	Amount
Salaries	\$885
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$885



12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.009
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.009



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

Name of institution: Pacific Pilotage Authority

Reporting period: 2024-04-01 to 2025-03-31

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, 2025	Open Requests that are Beyond Legislated Timelines as of March 31, 2025	Total
Received in 2024-2025	0	0	0
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 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 2024-2025	0
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 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, 2025	Open Requests that are Beyond Legislated Timelines as of March 31, 2025	Total
Received in 2024-2025	0	0	0
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 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 2024-2025	0
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 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 2024-2025?	No
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SECTION 4: UNIVERSAL ACCESS UNDER THE *PRIVACY ACT*

How many requests were received from confirmed foreign nationals outside of Canada in 2024-2025?	0
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