



**PRINCE RUPERT
PORT AUTHORITY**

LINKING A WORLD OF OPPORTUNITY

ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

REPORTING PERIOD:
APRIL 1, 2018 TO MARCH 31, 2019

Introduction

The *Access to Information Act* (the “Act”) provides Canadian citizens, permanent residents, or any person or corporation present in Canada a right to access information that is contained in government records.

Prince Rupert Port Authority (“PRPA”) is listed under the Schedule of the Act and pursuant to section 72, has prepared its annual report on the application of the Act within the organization to be tabled in Parliament by the Minister of Transportation, the Minister responsible for Canadian Port Authorities.

PRPA is a Canadian port authority established by virtue of Letters Patent, issued by the Minister of Transportation pursuant to Section 8 of the *Canada Marine Act*.

PRPA is responsible for administering activities within the Port of Prince Rupert related to shipping, navigation, transportation of passengers and goods and the handling and storage of goods, with a mission to develop and grow the Port of Prince Rupert in a sustainable, economical, safe and environmentally sound manner.

Access to Information Program

The President and Chief Executive Officer of the Prince Rupert Port Authority is the Head of the Institution for the purpose of administering the Act. The responsibilities of the Head of the Institution under the Act have been designated to Shelby O’Brien, Vice President, Commercial and Regulatory Affairs & General Counsel (the “Delegated Head”), pursuant to the attached Delegation of Authority Order of November 1, 2018. PRPA’s Access to Information and Privacy Coordinator (“ATIP Coordinator”) is Nicole Murray, Commercial and Regulatory Affairs Coordinator.

Procedures and Monitoring

Procedures are in place directing all formal *Access to Information Act* Requests (“Requests”) and enquiries to the ATIP Coordinator, under the supervision of the Delegated Head, who ensures that Requests are processed in accordance with the Act.

The ATIP Coordinator monitors the processing time of the Requests and reports monthly to the delegated head of the program. The ATIP Coordinator ensures that responses to Requests are handled in a timely manner, in compliance with the Act and endeavors to respond to Requests within the 30-day timeline.

Statistical Report

PRPA received four (4) formal Access to Information Request (the “Request”) during the period of April 1, 2018 to March 31, 2019 (the “Current Reporting Period”). One (1) Request was closed during the Current Reporting Period and three (3) Requests were carried over to the next reporting period.

PRPA's multi-year trend for Requests can be characterized by peaks and valleys; a number of reporting periods with no Requests, followed by a reporting period with several and/or complex Requests. For example, from April 2014 to March 2016 only one (1) Request was received per reporting period, but six (6) Requests were received in the April 2016 to March 2017 reporting period. In the 2017-2018 reporting period, two (2) simple requests were received, followed in 2018-2019 by the receipt of four (4) complex requests.

For the Current Reporting Period, PRPA completed its largest Request to date, completing a review of over 4400 pages or records, of which over 50% (2991 pages), were disclosed. Three (3) Requests received from a single organization were held over due the complexity of the requests, consultation requirements, and the interference with regular business operations due to the nature of the Request. PRPA has been working with the requestor to resolve the outstanding Requests.

During the current Reporting Period, PRPA received three (3) consultation requests from a federal government department. PRPA recommended the disclosure in full of the records. There were no Access to Information Requests outstanding from the previous reporting period.

Attached is the Statistical Report which provides a detailed summary of data on Requests received between April 1, 2018 and March 31, 2019.

Training

In October 2018, the Delegated Head of the institution and the ATIP Coordinator hosted a lunch and learn presentation for the organization which included information about the *Access to Information Act*, how Requests are handled by PRPA and the proposed changes to the Act currently before the Senate.

Additionally, during the Current Reporting Period one-on-one training sessions were undertaken by the ATIP Coordinator for new staff members and the summer student of the Commercial and Regulatory Affairs Department. Informal briefings and updates were provided by the ATIP Coordinator at meetings held by various departments.

Policies, Guidelines and Procedures

No new policies, guidelines or procedures related to the Act were implemented by PRPA during the reporting period.

Complaints or Audits

PRPA received no complaints, no audits were conducted, and no investigations were undertaken or concluded during the reporting period.



The **PRESIDENT & CEO**, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, and the section 6.1 of the *Policy on Official Languages*, hereby designates the person holding the position set out in the schedule below, or the person occupying, on an acting basis, that position, to exercise the powers, duties and function of the **PRESIDENT & CEO** as the head of **PRINCE RUPERT PORT AUTHORITY**, under the provision of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

SCHEDULE

Position	<i>Access to Information Act</i>	<i>Privacy Act</i>	<i>Official Languages Act</i>
Vice President, Commercial and Regulatory Affairs & General Counsel	Full Authority	Full Authority	Full Authority

Dated at the city of Prince Rupert, effective the 1st day of November, 2018

Shaun Stevenson
President & Chief Executive Officer



Statistical Report on the *Access to Information Act*

Name of institution: Prince Rupert Port Authority

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
Total	4
Closed during reporting period	1
Carried over to next reporting period	3

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	1
Organization	3
Public	0
Decline to Identify	0
Total	4

1.3 Informal 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	
0	0	0	0	0	0	0	0

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 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	1	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	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	1	0	1

2.2 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)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
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	1
15(1) - Def.*	0	16.3	0	20(1)(b)	1	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	0	1	0
Total	0	1	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	4480	2991	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	1	2991	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	1	2991	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	1	0	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
1	1	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	1	1

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	1	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	1	0	1

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
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	1	1	0	1
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	1	0	1

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	1	\$5	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	1	\$5	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	3	42	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	42	0	0
Closed during the reporting period	3	42	0	0
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							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	
Disclose entirely	3	0	0	0	0	0	0	3
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	3	0	0	0	0	0	0	3

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							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	
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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		\$35,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$35,000

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.30
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.10
Total	0.40

Note: Enter values to two decimal places.