



ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

**REPORTING PERIOD:
APRIL 1, 2016 TO MARCH 31, 2017**

Introduction

The role of the Vancouver Fraser Port Authority (“VFPA”) is to responsibly facilitate Canada’s trade through the Port of Vancouver, the country’s largest port. Accountable to the Minister of Transport, we manage federal lands, water and assets along hundreds of kilometres of shoreline, bordering 16 municipalities and intersecting the asserted and established traditional territories and treaty lands of several Coast Salish Peoples. Guided by a vision for a sustainable port, we work for the benefit of all Canadians.

The purpose of the *Access to Information Act* is to provide the public a right of access to information to records under the control of a government institution, 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.

The Annual Report is prepared for and tabled in Parliament in accordance with Section 72 of the *Access to Information Act*.

The mandate of the VFPA is to comply with the *Access to Information Act*, the principles of open government from which it is derived and for making any required decisions.

Vancouver Fraser Port Authority ATIP Office Organization Structure

The ATIP Coordinator reports to the Head of the Institution who is the President and Chief Executive Officer. Written or email access requests are directed to the ATIP Coordinator, who processes the application fee, opens a file and coordinates the duties imposed by the legislation. The ATIP Coordinator maintains this system to account for all deliberations and decisions taken concerning each request.

Statistics & Interpretation of Statistics

The VFPA received ten requests during the reporting period April 1, 2016 to March 31, 2017. There was one outstanding request from the previous reporting period. Three of the requests for the current reporting period have been carried over to the next reporting period.

The requests received and completed during the reporting period originated from five of the six source categories: Media, Academia, Business (Private Sector), Organization and Public.

Attached is the Form TBS/SCT 350-62 “Statistical Report on the Access to Information Act,” which provides statistical data on formal access requests received by the VFPA. Of the eight requests that were completed during the reporting period, two were disclosed in full, four were disclosed in part, and two were all exempt. There were three exemptions invoked based on subsection 20(1)(b), two exemptions invoked based on

subsections 19(1), 20(1)(c) and 23, and one exemption invoked based on each of subsections 16(2)(c), 18(a), 18(d)(iv), 20(1) (d) and 21(1) of the *Act*.

Following is a summary table for the last 5 reporting periods.

Reporting Period	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Number of Requests	11	42	9	22	10
Average Response Time	24.8 days	43.8 days	43.5 days	28.1 days	43.1 days
Extensions (external consultations)	1	24	7	3	3
Consultations for government and other Institutions	8	11	6	16	12
Average Response Time	7.4 days	10 days	10.5 days	8.4 days	8.9 days

Access to Information-Related Education & Training Activities by ATIP Staff

The ATIP Coordinator attended the Privacy and Access Council Conference during the reporting period.

Overview of New and/or Revised Institutional Access to Information Act-related Policies & Procedures Implemented

There were no new and/or revised policies and procedures implemented during the reporting period.

Complaints and/or Investigations

The complaint from reporting period 2011-2012 regarding improperly applied exemptions was resolved in this reporting period. After VFPA released further information to the requestor, the Commissioner found sufficient evidence that the remaining information withheld under 21(1)(a) and (b) of the *Act* was properly withheld.

There is one unresolved *Access to Information Act* complaint from the 2013-2014 reporting period and one unresolved complaint received during the current reporting period concerning improperly applied exemptions.

Monitoring of Processing Time of Access to Information Requests

There was no monitoring conducted during the reporting period.



Statistical Report on the *Access to Information Act*

Name of institution: Vancouver Fraser Port Authority

Reporting period: 2016-04-01 to 2017-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	10
Outstanding from previous reporting period	1
Total	11
Closed during reporting period	8
Carried over to next reporting period	3

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	1
Business (private sector)	2
Organization	3
Public	2
Decline to Identify	0
Total	10

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	
5	0	0	0	0	0	0	5

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	2	0	0	0	0	0	0	2
Disclosed in part	0	1	0	3	0	0	0	4
All exempted	0	2	0	0	0	0	0	2
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	2	3	0	3	0	0	0	8

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)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	2	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)	1	21(1)(a)	1
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)	0
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	2
15(1) - Def.*	0	16.3	0	20(1)(b)	3	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)	2		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
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	2	0
Disclosed in part	0	4	0
Total	0	6	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	211	211	2
Disclosed in part	875	726	4
All exempted	350	0	2
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	1	65	1	146	0	0	0	0	0	0
Disclosed in part	1	44	3	682	0	0	0	0	0	0
All exempted	0	0	2	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	2	109	6	828	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	2	0	0	0	2
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	3	0	0	0	3

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
3	0	3	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	2	2
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	3	3

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	1
Disclosed in part	0	0	0	2
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	0	0	0	3

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	1
31 to 60 days	0	0	0	2
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	3

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	10	\$50	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	10	\$50	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	10	119	2	1658
Outstanding from the previous reporting period	0	0	0	0
Total	10	119	2	1658
Closed during the reporting period	10	0	2	0
Pending at the end of the reporting period	0	119	0	1658

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	7	1	0	0	0	0	0	8
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	1	0	0	0	0	0	0	1
Total	9	1	0	0	0	0	0	10

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	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	1	0	0	0	0	0	0	1
Total	2	0	0	0	0	0	0	2

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
1	0	0	1

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		\$45,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$45,000

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.10
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.10

Note: Enter values to two decimal places.