

**ANNUAL REPORT TO PARLIAMENT**

**ACCESS TO INFORMATION ACT**

**REPORTING PERIOD:  
APRIL 1, 2019 TO MARCH 31, 2020**

## **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 94 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 Access to Information & Privacy Coordinator reports to the Head of the Institution who is the President and Chief Executive Officer. Written, email or ATIP Online Request Service access requests are directed to the Information & Privacy Coordinator, who opens a file and coordinates the duties imposed by the legislation. The Information & Privacy Coordinator maintains the ATIP filing system to account for all deliberations and decisions taken concerning each request. The Information & Privacy Coordinator liaises with the Office of the Information Commissioner regarding complaints and investigations.

## **Statistics & Interpretation of Statistics**

The VFPA received 39 requests during the reporting period April 1, 2019 to March 31, 2020. There was one outstanding request from the previous reporting period. Four 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 three of the six source categories: Academia, Business (Private Sector) 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 36 requests that were completed during the reporting period, eight were disclosed in full, 15 were disclosed in part, three were all exempted, four had “no records exist” responses, one was transferred, four were abandoned and one was neither confirmed nor denied. There was one exemption invoked based on subsections

13(1)(b), 16(2)(c) and 20(1)(c), two exemptions invoked based on subsections 20(1)(d), and 21(1)(d), three exemptions invoked based on subsection 21(1)(a), four exemptions invoked based on subsection 18(b), five exemptions invoked based on subsections 18(a) and 23, six exemptions invoked based on subsection 19(1) and twelve exemptions invoked based on subsection 20(1)(b) of the *Act*.

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

Reporting Period	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Number of requests	22	10	8	9	36
Average response time	28.1 days	43.1 days	28.6 days	18.8 days	61.8 days
Percentage of requests responded to within established timelines	90.1%	90%	88.9%	88.9%	100%
Extensions (external consultations)	3	3	3	2	0
Consultations for government and other Institutions	16	12	7	17	21
Average Response Time	8.4 days	8.9 days	5.6 days	9.9 days	19.5 days

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

The ATIP Coordinator provided *Access to Information Act* training to New Employees and Project Teams totaling 45 employees.

### **Overview of New and/or Revised Institutional Access to Information Act-related Policies, Guidelines, Procedures and Initiatives**

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

### **Complaints and/or Investigations**

Two complaints (one related to time extension and the other related to the reasonableness of the search for records) were received during the reporting period. Both were resolved and closed.

### **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: 2019-04-01 to 2020-03-31

### Section 1: Requests Under the *Access to Information Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	39
Outstanding from previous reporting period	1
<b>Total</b>	<b>40</b>
Closed during reporting period	36
Carried over to next reporting period	4

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	2
Business (private sector)	3
Organization	0
Public	34
Decline to Identify	0
<b>Total</b>	<b>39</b>

#### 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	
1	0	4	1	0	0	0	6

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

## Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	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	1	6	0	0	0	1	0	8
Disclosed in part	1	6	4	4	0	0	0	15
All exempted	1	0	1	1	0	0	0	3
All excluded	0	0	0	0	0	0	0	0
No records exist	1	3	0	0	0	0	0	4
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	1	3	0	4
Neither confirmed nor denied	0	1	0	0	0	0	0	1
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	5	16	5	5	1	4	0	36

### 3.2 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)	5	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	4	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)	3
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)	2
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)	6	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	5
15(1) - Def.*	0	16.3	0	20(1)(b)	12	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	2		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

### 3.3 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

### 3.4 Format of information released

Paper	Electronic	Other
0	23	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
11573	10790	31

#### 3.5.2 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	7	96	1	442	0	0	0	0	0	0
Disclosed in part	10	389	4	1053	0	0	0	0	1	8810
All exempted	3	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	1	0	0	0	0	0	0	0	0	0
<b>Total</b>	25	485	5	1495	0	0	0	0	1	8810

### 3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	6	0	1	0	7
All exempted	1	0	1	0	2
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	1	0	1
<b>Total</b>	8	0	3	0	11

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	36
Percentage of requests closed within legislated timelines (%)	100

### 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 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
<b>Total</b>	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
<b>Total</b>	0	0	0

## Section 4: Extensions

### 4.1 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	1	0	1	0
Disclosed in part	1	0	0	7
All exempted	1	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	3	0	1	7

### 4.2 Length of extensions

	9(1)(a)	9(1)(b) Consultation	9(1)(c)
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Length of Extensions	Interference With Operations	Section 69	Other	Third-Party Notice
30 days or less	0	0	0	0
31 to 60 days	1	0	0	0
61 to 120 days	1	0	1	7
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	1	0	0	0
<b>Total</b>	3	0	1	7

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	40	\$200	0	\$0
Other fees	0	\$0	0	\$0
<b>Total</b>	40	\$200	0	\$0

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 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	21	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	21	0	0	0
Closed during the reporting period	21	0	0	0
Carried over to next reporting period	1	0	0	0

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

	Number of Days Required to Complete Consultation Requests

Recommendation	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	More Than 365	Total
	Days	Days	Days	Days	Days	Days	Days	
Disclose entirely	10	2	1	0	0	0	0	13
Disclose in part	3	3	0	2	0	0	0	8
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
<b>Total</b>	<b>13</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>

### 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	More Than 365	Total
	Days	Days	Days	Days	Days	Days	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 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 Request	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
365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 7.2 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 Request	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
365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
2	0	0	0	0	0

## Section 9: Court Action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

### 9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

## Section 10: Resources Related to the *Access to Information Act*

### 10.1 Costs

<b>Expenditures</b>		<b>Amount</b>
Salaries		\$60,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$60,000</b>

## 10.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
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
<b>Total</b>	<b>1.10</b>

**Note:** Enter values to two decimal places.