



PORT of
vancouver

Vancouver Fraser
Port Authority

ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

**REPORTING PERIOD:
APRIL 1, 2020 TO MARCH 31, 2021**

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 and Compliance Specialist 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 Access to Information, Privacy and Compliance Specialist, who opens a file and coordinates the duties imposed by the legislation. The Access to Information, Privacy and Compliance Specialist maintains the ATIP filing system to account for all deliberations and decisions taken concerning each request. The Access to Information, Privacy and Compliance Specialist liaises with the Office of the Information Commissioner regarding complaints and investigations.

Statistics & Interpretation of Statistics

The VFPA received 36 requests during the reporting period April 1, 2020 to March 31, 2021. There were four outstanding requests from the previous reporting period. 12 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), Public and Decline to Identify.

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 28 requests that were closed during the reporting period, five were disclosed in full (18%), 11 were disclosed in part (39%), two were all excluded (7%), five were “no

records exist” responses (18%) and four were abandoned (14%). There was one exemption invoked based on subsection 20(1)(c), two exemptions invoked based on subsection 20(1)(d), three exemptions invoked based on subsections 13(1)(e), 16(2)(c), 18(d) and 21(1)(a), five exemptions invoked based on subsection 18(b) and ten exemptions invoked based on subsection 20(1)(b) of the *Act*.

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

Reporting Period	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Number of requests	10	8	9	36	28
Average response time	43.1 days	28.6 days	18.8 days	61.8 days	76.3 days
Percentage of requests responded to within established timelines	90%	88.9%	88.9%	100%	100%
Extensions (external consultations)	3	3	2	0	5
Consultations for government and other Institutions	12	7	17	21	15
Average Response Time	8.9 days	5.6 days	9.9 days	19.5 days	21.5 days

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

The Access to Information, Privacy and Compliance Specialist provided *Access to Information Act* training to New Employees and Project Teams totaling 30 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

Ten complaints (five related to exemptions/exclusions, three related to time extensions and two related to the reasonableness of the search for records) were received during the reporting period. Two were resolved and closed.

Monitoring of Processing Time of Access to Information Requests

There was no monitoring conducted during the reporting period.

Appendix A:

Statistical Report on the *Access to Information Act*



Statistical Report on the Access to Information Act

Name of institution: Vancouver Fraser Port Authority

Reporting period: 4/1/2020 to 3/31/2021

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	36
Outstanding from previous reporting period	4
Total	40
Closed during reporting period	28
Carried over to next reporting period	12

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	1
Business (private sector)	3
Organization	0
Public	28
Decline to Identify	2
Total	36

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	
2	0	0	0	0	0	0	2

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

Section 2: Decline to act vexatious, made in bad faith or abuse of right 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
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	3	0	0	0	1	0	5
Disclosed in part	0	5	1	4	1	0	0	11
All exempted	0	0	0	0	0	0	0	0
All excluded	1	0	0	1	0	0	0	2
No records exist	1	4	0	0	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	1	0	0	2	1	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	4	12	2	5	1	3	1	28

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)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	5	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	3	18(d)	3	21(1)(a)	3
13(1)(e)	3	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)	2
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)	7	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	2
15(1) - Def.*	0	16.3	0	20(1)(b)	10	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	1
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	16	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2087	1561	23

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	3	9	2	370	0	0	0	0	0	0
Disclosed in part	7	203	3	382	1	597	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	2	0	0	0	0	0	0	0	0	0
Request abandoned	5	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	17	212	5	752	1	597	0	0	0	0

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	5	0	3	0	8
All exempted	1	0	0	0	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	7	0	3	0	10

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	28
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
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: 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	0	0
Disclosed in part	2	0	1	2
All exempted	0	0	0	1
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	3	0	1	3

4.2 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	1	0	0	0
31 to 60 days	1	0	0	2
61 to 120 days	0	0	1	1
121 to 180 days	1	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	3	0	1	3

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	38	\$190	2	\$10
Other fees	0	\$0	0	\$0
Total	38	\$190	2	\$10

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
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

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
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 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
10	2	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

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

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.100
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.100

Note: Enter values to three decimal places.

Appendix B:

Delegation Order

Access to Information and Privacy Act

Delegation Order

The President and Chief Executive Officer, Vancouver Fraser Port Authority, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, hereby delegates to the person holding the position set out in the schedule hereto, or the person occupying on an acting basis the position, to exercise the powers, duties and functions of the President and Chief Executive Officer, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Vancouver, this 22nd day of September, 2020



Robin Silvester, President and Chief Executive Officer
Vancouver Fraser Port Authority

SCHEDULE

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Access to Information, Privacy and Compliance Specialist	Full authority	Full authority