



ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

REPORTING PERIOD:
APRIL 1, 2023, TO MARCH 31, 2024

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, within the provisions of the Act, that is contained in government records.

Prince Rupert Port Authority (“PRPA”) is listed in Schedule 1 of the Act, and pursuant to section 94, 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 Canada Port Authorities.

PRPA is a Canada 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 delegated to Shelby O’Brien, Vice President, Commercial and Regulatory Affairs & General Counsel (the “Delegated Head”), pursuant to the attached Delegation of Authority Order of April 20, 2023. PRPA’s Access to Information and Privacy Coordinator (“ATIP Coordinator”) is Bhupinder Baath, Associate Corporate Secretary and Compliance Officer.

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 in compliance with the Act, and endeavors to respond to Requests within the prescribed 30-day timeline.

As required by the Directive on Access to Information, summaries of completed Access to Information (ATI) requests are published on the Open Government portal.

Performance 2023-2024

PRPA received three (3) formal Access to Information Requests (the “Requests”) during the period of April 1, 2023, to March 31, 2024 (the “Current Reporting Period”). Three (3) Requests were closed during the Current Reporting Period and six (6) Requests were carried over to the next reporting period, five (5) of which were carried over from more than one reporting period. Sixty-seven percent (67%) of Requests were completed during the initial legislated timeline with all records disclosed within 1 to 15 days.

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, zero (0) in 2019-2020, with (1) Request during the 2020-2021 reporting period, (1) Request during the 2021-2022 reporting period and four (4) Requests during the 2022-2023 reporting period. Three (3) Requests were received during the Current Reporting Period.

For the Current Reporting Period, three (3) Requests, received from a single organization and outstanding from the 2019-2020 reporting period, and three (3) complex requests received in the previous reporting period were held over due to the complexity of the Requests, consultation requirements, and the interference with regular business operations due to the nature of the Request.

For the Current Reporting Period, two (2) Consultations ("Consultation Requests") were received from other Government of Canada Institutions all of which were closed during the Current Reporting Period. The two (2) Consultation Requests that were closed, were disclosed in part (100% of the Consultation Request)

Attached is the Statistical Report which provides a detailed summary of data on Requests received between April 1, 2023, and March 31, 2024.

Training and Awareness

During the Current Reporting Period informal briefings and updates were provided by the ATIP Coordinator at meetings held by various departments. Information was provided on PRPA's obligations for proactive disclosure to applicable departments.

PRPA has been actively participating in virtual training sessions put on by the Access to Information and Privacy Communities Development Office (APCDO).

PRPA has in the past successfully secured training through the Canada School of Public Service ("CSPS"). In recent attempts to register employees for training, PRPA was advised that the organization was no longer eligible to use the services of CSPS. As an organization that is subject to Requests and Consultation Requests under the Act, PRPA has been told that any relevant training for staff who are responsible for complying with these Requests is not available to them.

Policies, Guidelines and Procedures

No new policies, guidelines or procedures related to the Act were implemented by PRPA during the Current Reporting Period.

Proactive Publication

PRPA is a government institution for the purposes of Part 2 of Act and has a legislative requirement to publish travel and hospitality expenses as defined by section 3 of the Act. Agnes Piotrowski, Vice President of Finance is responsible for implementing proactive publication for PRPA.

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Required
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Required
Reports tabled in Parliament	84	Within 30 days after tabling	Required
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	n/a/
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	n/a
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	n/a
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	n/a
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	n/a
Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	n/a
Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	n/a
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	n/a
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	n/a
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	n/a
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	n/a
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	n/a
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	n/a
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	n/a

No proactive publication for travel and hospitality expenses were made during the reporting period. PRPA is gathering information and will publish proactive publications retroactively for 2023 to the open Canada site later this year.

PRPA has reviewed internal manual processes and system capabilities to generate reports effectively for 2024.

Initiatives and Projects to Improve Access to Information

PRPA was successfully onboarded by the Treasury Board of Canada Secretariat to the ATIP Online Management platform during the Current Reporting Period.

Complaints or Audits

PRPA received no complaints, no audits were conducted, and no investigations were undertaken or concluded during the Current Reporting Period.

The **PRESIDENT & CEO**, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, and section 6.1 of the *Policy on Official Languages*, hereby delegates to 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 delegation order replaces all previous delegation or designation orders and remains in place until it is revoked, replaced, or modified.

SCHEDULE

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

Dated at the City of Prince Rupert, effective 20th day of April 2023



Shaun Stevenson
President & Chief Executive Officer

**Statistical Report on the Access to Information Act**Name of institution: Prince Rupert Port AuthorityReporting period: 4/1/2023 to 3/31/2024**Section 1: Requests Under the Access to Information Act****1.1 Number of requests**

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		6
• Outstanding from previous reporting period	3	
• Outstanding from more than one reporting period	3	
Total		9
Closed during reporting period		3
Carried over to next reporting period		6
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	5	

1.2 Sources of requests

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

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	3
Mail	0
In person	0
Phone	0
Fax	0
Total	3

Section 2: Informal Requests**2.1 Number of informal requests**

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		2

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
0	0	1	179	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	0	0	2	0	0	0	0	2
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	0	2	0	0	1	0	3

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)	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)	0	18(d)	1	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	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

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	3	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
362	362	3

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	1	356	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	1	356	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

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
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

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
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 Requests closed within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	66.66666667

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
1	1	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	1	0	1
More than 365 days	0	0	0
Total	1	0	1

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) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	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	1	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	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	0	0	0	0
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
Total	1	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	3	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	3	\$0.00	0	\$0.00

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 finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
2	0	0

9.2 Investigations and Reports of finding

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		\$55,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$55,000

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.000

Note: Enter values to three decimal places.