

ST. JOHN'S PORT AUTHORITY



ANNUAL REPORT on the Administration of the *Access to Information Act*

for the period 2017-04-01 to 2018-03-31

ANNUAL REPORT

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1. Introduction

The St. John's Port Authority (SJPA) was established pursuant to the *Canada Marine Act (CMA)*, which received Royal Assent on May 1, 1999. The *CMA* repealed the Canada Ports Corporation Act of 1983.

The SJPA's mission is to provide reliable, economic and efficient port services for the purposes of supporting Canadian trade, fostering regional economic development, and serving Newfoundland and Labrador's distribution requirements.

The purpose of the *Access to Information Act* is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, 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 by government.

This report is prepared in accordance with section 72 of the *Access to Information Act* and the annual reports are tabled in Parliament in accordance with section 72 of the *Act*.

This report covers the fiscal year 2017-04-01 to 2018-03-31. The SJPA did not receive any requests during the period.

2. Structure of the Access to Information Office

The responsibility for processing requests received under the *Access to Information Act* rests with the President and Chief Executive Officer, who ensures compliance with the legislation.

Administration of the Access to Information Act: The staff complement at the SJPA is 13. The President and CEO is the Access to Information Coordinator. Procedures for handling Access to Information requests are well known throughout our institution.

3. Delegation Order

The Access to Information Co-ordinator is Mr. Sean Hanrahan, President and Chief Executive Officer, who is the head of our institution. There has been no further delegation by the President and CEO setting out the powers, duties and functions for the administration of the *Access to Information Act*. The President and CEO ensures that any requests are processed in accordance with the provisions of the *Act*.

4. Interpretation of Report

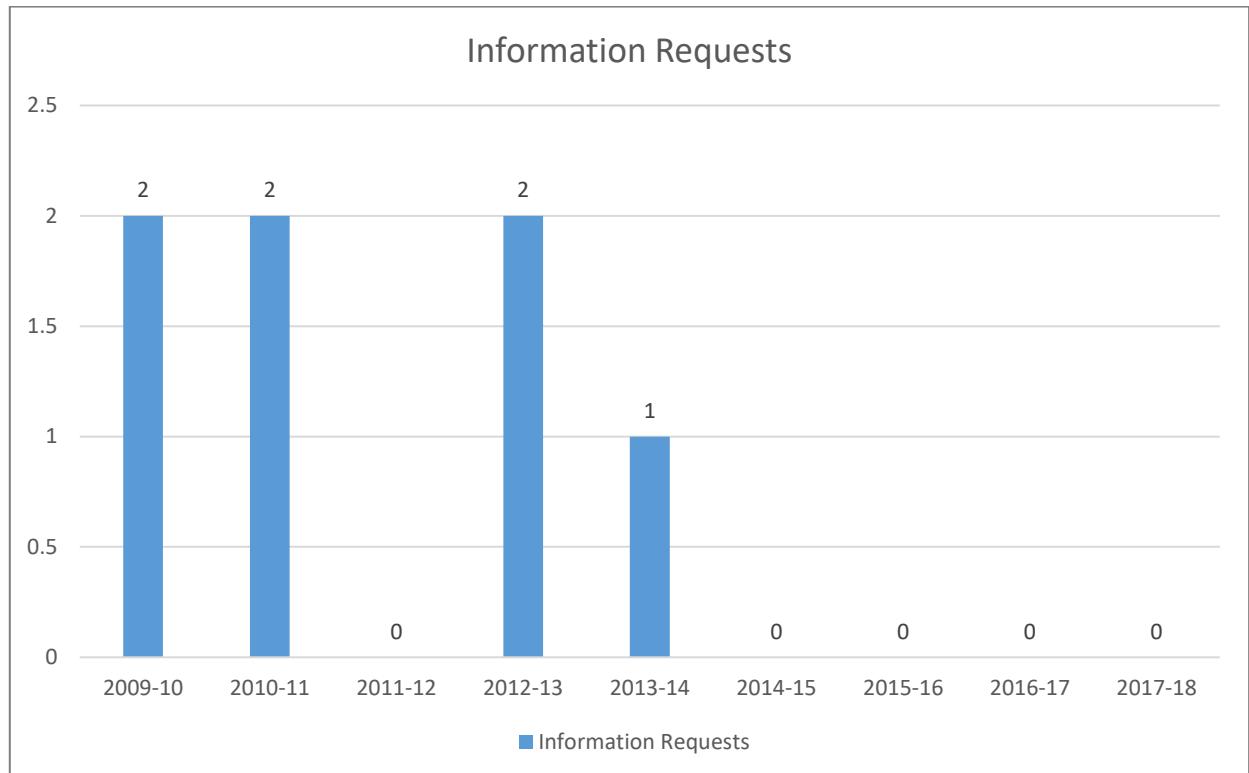
The SJPA did not receive any requests during the period 2017-04-01 to 2018-03-31.

In the past nine years, a total of seven requests have been received, averaging less than 1 request per year, with no requests having been received for the most recent three years.

All requests were completed under 30 days, not costing more than \$150.00 each.

Exemptions invoked; s.20(1)(b),(c) on the 2010 & 2011 requests; s.20(1)(b) on the 2013; s. 21 (1)(a),(b) on the 2011 request and s.18(b) on the 2010 request.

Given the limited number of Access to Information requests received at the SJPA, no identifiable trends have been established.



Attached is form TBS 350-63 “Report on the *Access to Information Act*,” which provides statistical data on Access to Information requests received by the SJPA.

5. Training

There was no participation in Access to Information related education and training activities during the fiscal year, including briefing and awareness sessions.

6. Institutional Policies

The SJPA posts summaries of Access to Information requests on its website beginning December 2011. The list is provided in chronological order, by month and year, and by request number. The SJPA did not implement any new or revised institution-specific policies, guidelines and procedures related to access to information during the reporting period. For reference, our website address is: <http://www.sjpa.com>

7. Complaints and/or Investigations

There were no complaints and/or investigations during the reporting period. There is one ongoing investigation concerning a complaint regarding an October 2008 request.

8. Monitoring

The SJPA monitors the time to process Access to Information requests by ensuring that requests are completed in accordance with the *Access to Information Act*.

Given that no requests were received, no monitoring was conducted. If a request had been received staff would be asked to track time spent on the task by logging start and end times. Executive management would be advised, including the President & CEO.