

**ST. JOHN'S PORT AUTHORITY**



**ANNUAL REPORT**

**on the Administration of the**

*Access to Information Act*

**for the period 2019-04-01 to 2020-03-31**

# ANNUAL REPORT

## Report on the Administration of the *Access to Information Act* for the period 2019-04-01 to 2020-03-31

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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 The *CMA* repealed the Canada Ports Corporation Act of 1983.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 2019-04-01 to 2020-03-31. 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.

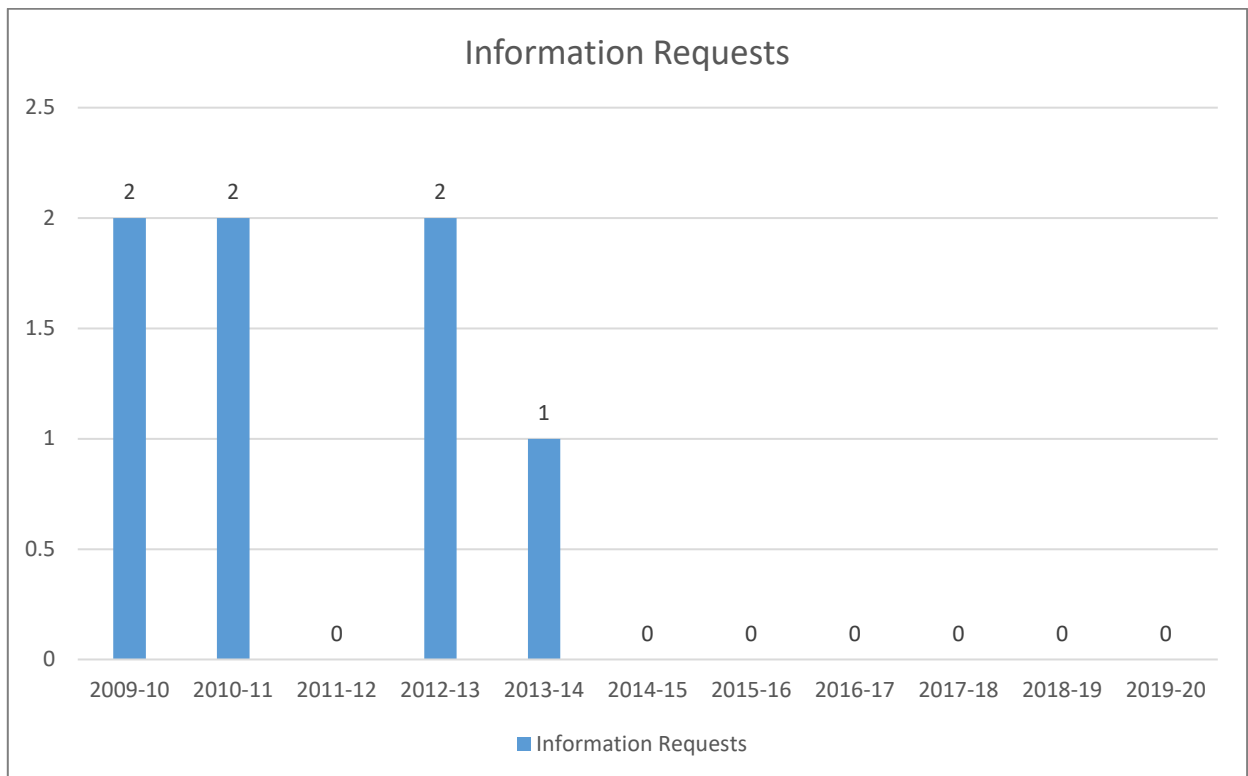
#### 4. Interpretation of Report

The SJPA did not receive any requests during the period 2019-04-01 to 2020-03-31.

In the past ten 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 five 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**

The SJPA participated in the conference call on ATIP Implementation Notice 2020-01: Guidance on delays resulting from measures to mitigate the impact of COVID-19 on Monday March 30, 2020.

6. **Institutional Policies**

In August 2018, the SJPA began posting all requests through the Open Government portal. All historical reports, originally published on the SJPA website, from December 2011 to July 2018, are now available through the portal. For reference, a link to the portal can be found on our website, at this address: <https://sjpa.com/port-authority/information-reports/>.

Other than the above, the SJPA did not implement any new or revised institution-specific policies, guidelines and procedures related to access to information during the reporting period.

7. **Complaints and/or Investigations**

There were no complaints and/or investigations during the reporting period.

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.