

BELLEDUNE PORT AUTHORITY
ADMINISTRATION PORTUAIRE DE BELLEDUNE



ANNUAL REPORT

on the Administration

of the *Access to Information Act*

for the period of April 1st, 2017 to March 31st, 2018

ACCESS TO INFORMATION ACT

A1. INTRODUCTION

- **Purpose of the Access to Information Act**
- (1) *The purpose of this 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 of government.*
 - (2) *This Act is intended to complement and not replace existing procedures for access to government information and is not intended to limit in any way access to the type of government information that is normally available to the general public.*

Note: This report is prepared in accordance with Section 72 of the *Access to Information Act*:

72. (1) *The head of every government institution shall prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.*
- 72.(2) *Every report prepared under subsection (1) shall be laid before each House of Parliament within three months after the financial year in respect of which it is made or, if that House is not then sitting, on any of the firsts fifteen days next thereafter that it is sitting.*

- **The mandate of the Belledune Port Authority**

The mandate of the Belledune Port Authority is to oversee the operation of the Port of Belledune, provide the required port infrastructure to support maritime trade and to promote the port in the best interests of Canada's domestic and international waterborne trade. Furthermore, the Belledune Port Authority will:

develop, implement and revise

guidelines, policies, and procedures to establish best practices and ensure compliance with the Access to Information Act

receive and respond to

Access to Information requests

provide education and training

for members of the Belledune Port Authority staff

communicate

internally on guidelines, policies, best practices, and other access to information related matters to members of the Belledune Port Authority staff

monitor and report

on administration of the Access to Information Act

A2. ORGANIZATIONAL STRUCTURE

It is the obligation of the Belledune Port Authority to ensure it fulfills its *Access to Information Act* responsibility. Its organizational structure is as follows:

- Accordingly, any requests received are directed to the Coordinator of the *Act*: Mr. Denis Caron, President & CEO. Any request for Access to Information are then treated as per the *Act* under:

Section 6 of the Act whereby "A request for access to a record under this institution that has control of the record and shall provide sufficient detail to enable an experienced employee of the institution with a reasonable effort to identify the record."

And, Section 7 – "Where access to a record is requested under this Act, the head of the government institution to which the request is made shall, subject to sections 8, 9 and 11, within thirty days after the request is received,

- a) Give written notice to the person who made the request as to whether or not access to the record or a part thereof will be given; and
- b) If access is to be given, give the person who made the request access to the record or part thereof. "

The President & CEO has assigned one BPA staff to manage any ATIP request.

Note: The Belledune Port Authority has not received any request during the reporting period.

A3. DELEGATION ORDER

Note: It is to be noted that the head of the institution (Mr. Denis Caron, President & CEO) did not delegate any of his powers and responsibilities under the Act.

A4. HIGHLIGHTS OF THE STATISTICAL REPORT, 2017-18

The Belledune Port Authority did not receive any official request for information under the Access to Information Act as is reflected in the Statistical Report for this reporting period. No multi-year trends to report given the minimal number of request received in the last years. (1 request in the last six years)

A5. TRAINING and AWARENESS

During the reporting period, no further training and awareness activities were undertaken by employees of the Belledune Port Authority related to the *Access to Information Act*.

A6. POLICIES, GUIDELINES, PROCEDURES and INITIATIVES
A7. SUMMARY OF KEY ISSUES and ACTIONS TAKEN ON COMPLAINTS OR AUDITS
A8 MONITORING COMPLIANCE

During the reported period, no specific Access to Information related policies, guidelines, procedures or initiatives have been implemented as no request for Access to Information was received during the reporting period.

Furthermore, the Belledune Port Authority has not received any complaints, audits and/or investigations during the reporting period nor in the last six (6) years.

The Belledune Port Authority did not require any monitoring for the reporting period given that no access to information request was received in the reporting period.

STATISTICAL REPORT

Attached is the Appendix A-“Report on the Access to Information Act”, which provides statistical data on Access to Information requests received by the Belledune Port Authority.

- The Belledune Port Authority received zero (0) request during the period 2017-04-01 to 2018-03-31.
- The Belledune Port Authority did not receive any requests for the years 2011 through to 2014, one (1) in the year 2015, none in the year 2016 nor 2017.

INSTITUTIONAL POLICIES

The Belledune Port Authority posts summaries of Access to Information requests on its website beginning January 2011. The list is provided in chronological order, by month and year, and by request number. For reference, our website address is <http://www.portofbelledune.ca/>

TRENDS

Given the very limited number of Access to Information requests received at the Belledune Port Authority, no identifiable trends have been established. The Belledune Port Authority has received only one request in the last six years (since 2011).