



PORT ALBERNI PORT AUTHORITY
2023-2024 ANNUAL REPORT TO PARLIAMENT
PRIVACY ACT

1) INTRODUCTION:

PURPOSE OF ACT

The purpose of this Act is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

SECTION 72 OF ACT

Section 72 of the Act states that 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. The Port Alberni Port Authority's 2021-2022 Annual Report is prepared in accordance with section 72 of the *Privacy Act*.

PORT ALBERNI PORT AUTHORITY'S MANDATE:

The Port Alberni Port Authority's mandate is to facilitate economic growth in the areas that we operate in, to engage in activities related to shipping, navigation and transportation of passengers and goods as well as other activities listed in our Letters Patent.

The Port was initially established in 1947 and as a Harbour Commission was governed by the *Harbour Commission's Act* of 1964. Port Alberni Port Authority is a continuation of the Harbour Commission and was proclaimed July 1, 1999, pursuant to the *Canada Marine Act*, which received Royal Assent on the 11th day of June 1998.

Port Alberni Harbour is an ice free, deep sea harbour at the end of the Port Alberni inlet and is the closest deep sea port to the Pacific Rim. Any size vessel can navigate the Alberni Inlet.

Port Alberni Port Authority is responsible for both the day-to-day operations of the harbour, and the long term development and improvement of the waterfront facilities, including recreational marinas and secondary industries to the extent that these activities are specified in the Port Alberni Port Authority Letters Patent. The Port

Authority is committed to working with the community towards economic diversification; its vision “to be a thriving diversified port”. The mission of the port is to facilitate profitable maritime trade and marine related tourism and industry by offering services and leadership that respect both the community and the environment.

In 2000, the Port Authority conducted a review of its practices that led to the development of a Port Authority Master Plan. The purpose of the plan was to provide a rational, long-term land and water use management policy and strategic plan for the Port Authority’s area of jurisdiction. To maintain and ensure economic viability and stability of/for the Ports’ operations yet positively addressing the requirements and needs of the Port’s customers and the community at large over a mid-level time frame.

Port Alberni Port Authority Berth 3, along with 11 acres of terminal space, are currently leased to San Terminal. Port Alberni Terminals is operable twenty-four hours per day, seven days a week as required. There are three deep-sea berths with a storage assembly area of seventeen acres. The terminal has historically handled lumber, pulp, newsprint, plywood and logs.

The Port Authority operates five successful marinas. There are five pleasure craft marinas; Clutesi Haven, China Creek, Centennial Pier, Tye Landing and Harbour Quay, and one Small Craft Harbour – Fishermen’s Harbour for the commercial customers with a total of 500 berths. Along with China Creek Marina, the Port leases lands from the Regional District to operate a 250 site campground.

The Port Authority manages over 100 leases and land exchange agreements. Property development roles and responsibilities of the Port Authority include the review and awareness of land development opportunities; to review and address property issues; and to administer the leasing, permitting and licensing of tenants and activities along the Crown portion of the Alberni Harbour.

The Port Alberni Port Authority’s Annual Report is being tabled in Parliament in accordance with Section 72 of the *Privacy Act*.

2) ADMINISTRATION OF THE *PRIVACY ACT*:

Structure of the Privacy Office:

The Port Alberni Port Authority is a relatively small operation managed by the President & CEO with its governance overseen by a Board of Directors. The volume of requests received, and available resources, does not necessitate the establishment of a Privacy Office at this time; therefore, the Port Authority’s Corporate Secretary fulfills the responsibilities of the *Privacy Act* for the Port Alberni Port Authority.

Information Holdings:

A description of the classes of institutional records held by the Port Alberni Port Authority can be found in the Treasury Board Secretariat of Canada publications

entitled *Info Source – Sources of Federal Government Information and Source of Federal Employee Information*.

Reading Room:

The Port Alberni Port Authority's main office is located at 2750 Harbour Road, Port Alberni, BC, Canada, V9Y 7X2. This location manages all of the administrative and financial data for the deep-sea shipping terminal, Real Property leases/licenses, pleasure and commercial marinas and any other operations of the Port Authority. Requests under the *Privacy Act* will be received at this location; date and time stamped and recorded on the appropriate form. The requested information will be prepared for the requestor by the *Privacy Act* Coordinator within a 30 day period from the dated and time the request is received. The information will then be made available in the Port Authority's "reading room" located in the on-site board room.

3) DELEGATION OF AUTHORITY:

The President & CEO of the Port Authority is designated as the head of the institution for the purpose of the *Privacy Act*.

The Corporate Secretary has been delegated by the President & CEO with the authority to oversee the administration of the Act and to ensure compliance with the legislation (see Appendix A). The Corporate Secretary directly reports to the President & CEO of the Port Authority.

4) INTERPRETATION OF THE REPORT ON THE PRIVACY ACT:

The following is provided to assist the reader in the interpretation of the statistical report covering the reporting period of this Annual Report.

Part 1: Requests processed:

During the reporting period there were no requests received.

Part 2: Requests closed during the reporting period:

There were no requests requiring completion for the reporting period.

Part 3: Exemptions invoked:

There were no exemptions invoked during the reporting period.

Part 4: Exclusions cited:

There were no exclusions cited during the reporting period.

Part 5: Completion time:

There was no completion time required during the reporting period.

Part 6: Extensions:

There were no extensions required during the reporting period.

Part 7: Translations:

There were no translations required during the reporting period.

Part 8: Method of access:

There were no access requests during the reporting period.

Part 9: Corrections and notations:

There were no requests made for corrections during this reporting period.

Part 10: Costs:

There were no costs associated with the Privacy Act and there was no training provided to staff during this reporting period.

**PORT ALBERNI PORT AUTHORITY
PRIVACY ACCESS REQUESTS
Multi-year Analysis**

YEAR	REQUESTS	CLOSED DURING THE REPORTING PERIOD	COMPLETION TIME	EXEMPTIONS	EXCLUSIONS	EXTENTIONS	CONSULTATION FROM OTHER INSTITUTIONS
2007-2008	0	0	0	0	0	0	0
2008-2009	0	0	0	0	0	0	0
2009-2010	0	0	0	0	0	0	0
2010-2011	0	0	0	0	0	0	0
2011-2012	0	0	0	0	0	0	0
2012-2013	1	1	16-30 days	0	0	0	0
2013-2014	0	0	0	0	0	0	0
2014-2015	0	0	0	0	0	0	0
2015-2016	0	0	0	0	0	0	0
2016-2017	0	0	0	0	0	0	0
2017-2018	0	0	0	0	0	0	0
2018-2019	0	0	0	0	0	0	0
2019-2020	0	0	0	0	0	0	0
2020-2021	0	0	0	0	0	0	0
2021-2022	0	0	0	0	0	0	0
2022-2023	0	0	0	0	0	0	0
2023-2024	0	0	0	0	0	0	0

5) EDUCATION AND TRAINING ACTIVITIES:

The Corporate Secretary continually provides advice and guidance to staff and requesters on compliance requirements of both pieces of legislation, by means of continuous dialogue. During the reporting period, no formal staff training occurred.

6) POLICIES AND PROCEDURES:

The Port Alberni Port Authority did not implement any new or revised institution-specific privacy related policies, guidelines or procedures during this reporting period.

7) ISSUES AND COMPLAINTS:

No issues were encountered and no complaints were filed against the Port Alberni Port Authority with the Office of the Information Commissioner during this reporting period. No investigations were received during the reporting period.

8) MONITORING OF STATUTORY DEADLINES:

The Port Alberni Port Authority monitors the time to process requests by date stamping the document upon receipt and beginning a calendar countdown monitored by the Access to Information and Privacy Coordinator.

There was no monitoring of timelines conducted during this reporting period due to no requests for access received by the institution.

9) MATERIAL PRIVACY BREACHES:

There were no material privacy breaches within this reporting period.

10) PRIVACY IMPACT ASSESSMENTS (PIA):

There were no [Privacy Impact Assessments](#) completed this reporting period.

11) DISCLOSURES PURSUANT TO 8(2)(m) OF THE PRIVACY ACT

There were no disclosures made during this reporting period.



Statistical Report on the *Privacy Act*

Name of institution: Port Alberni Port Authority

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

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

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 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	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
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 abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0

19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

3.4 Format of information released

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

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	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
Total	0	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 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
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 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
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0

All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

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 Request 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: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Section 5: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Section 6: Extensions

6.1 Reasons for extensions

15(a)(i) Interference with operations	15 (a)(ii) Consultation
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Number of extensions taken	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	15(b) Translation purposes or conversion
0	0	0	0	0	0	0	0	0

6.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet ConfidenceSection (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0

Carried over beyond negotiated timelines	0	0	0	0
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7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of days required to complete consultation requests							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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

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

12.2 Human Resources

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

Note: Enter values to three decimal places.

Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Name of institution: Port Alberni Port Authority

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the Access to Information Act

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	2	2
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	2	2

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Access to Information Act

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	3
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	3

Section 2: Open Requests and Complaints Under the Privacy Act

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0

Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

