

# **Hamilton Port Authority**

## **1. General Information**

### **Background**

The Hamilton Harbour Commissioners was established in 1912 pursuant to The Hamilton Harbour Commissioners Act. On May 1, 2001, The Hamilton Harbour Commissioners was continued as the Hamilton Port Authority pursuant to the Canada Marine Act.

The Canada Marine Act, which received Royal Assent on the 11th day of June, 1998, established 18 Port Authorities with their own specific Letters Patent. Each Port Authority is responsible to Parliament through the Minister of Transport.

### **Responsibilities**

The mission of the Hamilton Port Authority (HPA) is to promote and develop the movement of cargo and people while advancing the economic interests of the Hamilton region. The Hamilton Port Authority must take into consideration community interests and the local environment while ensuring financial self-sufficiency of the Authority. To this end, the HPA ensures that the Port is cost-effective, develops and manages its assets efficiently, stimulates industrial activity and business growth, is innovative within the port and transportation fields and preserves the port's heritage. The port authority develops opportunities including industrial parks, recreational facilities and commercial development on the Harbour.

The role of the Hamilton Port Authority is to facilitate and expand the movement of cargo through the Port of Hamilton, provide facilities and services that are competitive, safe and commercially viable. The Port manages marine navigation and safety issues within port boundaries and develops marine-related businesses on the lands that it owns or manages.

The Port Authority provides leadership and maintains a marine infrastructure that: satisfies the needs of users; offers, in a commercially viable manner, the best terminal handling operations and services; encourages responsible and sustainable property development; provides for a high level of safety and environmental protection; and supports the achievement of local, regional and national socioeconomic objectives.

## **2. Institutional Functions, Programs and Activities**

### **Board of Directors**

The Hamilton Port Authority is managed by a seven-member board of directors. The federal, provincial and municipal government each appoint one member. The other four members are selected from among nominees advanced to the federal government by the standing Hamilton Port Authority Nominating Committee. Candidates are the nominees of the Port's three User

Group categories and appointed by the Minister of Transport. The Board elects a Chair from amongst its members.

### **Executive Office**

The President and CEO is the head of the corporation and exercises all the powers and responsibilities pertaining to this function under the Act, the Regulations and the Letters Patent. The President and CEO monitors outside legal services, the development of corporate policy, and liaison with all levels of government and other port authorities. The President and CEO leads a team of Managers consisting of the Vice President, Finance and Administration, the Vice President, Operations/Harbour Master, and the Vice President, Marketing. In addition, the Executive Office is responsible for the management and maintenance of the Harbour-West Marina, and identifying and developing business opportunities for recreational and commercial markets within the authority of the corporation.

### **Finance and Administration**

This department is responsible for general accounting, financial analysis, budget forecasts, preparing of financial reports and the five-year business plan, cash management, insurance, administering capital projects, corporate secretarial services at all Board of Directors meetings, purchasing and supplies, information technology, and human resources.

### **Marketing**

This department is responsible for business development, tariffs, customer relations, community relations, sponsorships and donations, media relations, business communications, corporate events and communications, promotional affairs and advertising.

### **Operations**

The Operations department comprises the divisions of the business briefly summarized below: Within the Harbour Master's division, responsibilities include marine traffic management within the harbour limits, Port Security, enforcement of regulations as a port authority as well as emergency planning. Within the Real Estate division, responsibilities include review and awareness of land development opportunities, addressing property issues, administering leases, permits and licenses of tenants and activities within the area of jurisdiction. Within the Engineering division, responsibilities include implementation of capital works projects, construction coordination with new and existing tenants, and management of navigable channels. Within the Maintenance and Purchasing division, responsibilities include overseeing of all maintenance and repair to port authority leased or owned properties, buildings, vehicles, and vessels, leadership and participation in health and safety initiatives and training, and managing the purchase of goods and services.

### **Information Holdings**

### **Engineering**

**Description:** Information relating to harbour projects design and construction.

**Document Types:** environmental initiatives, landscaping, dredging, land fill, designs, plans and drawings, Engineering Library.

**Record Number:** HAMP A ENG 001

### **Harbour-West Marina**

**Description:** Information relating to Harbour-West Marina and its customers.

**Document Types:** slip rental rates, advertising, publications, boat show, brokerage business.

**Record Number:** HAMP A HWM 001

### **Legal and Corporate Secretarial**

**Description:** Information relating to acts and regulations, legal opinions, litigation and research. Includes Board of Directors and Committee minutes and Orders in Council appointing Board members.

**Document Types:** Acts, regulations, HPA Letters Patent, Board of Directors meetings agendas and minutes, Board of Directors appointments.

**Record Number:** HAMP A COR 001

### **Maintenance**

**Description:** Information relating to Maintenance of port authority-owned and leased land, buildings and vehicles.

**Document Types:** Maintenance, purchasing, repairs, labour, vehicles.

**Record Number:** HAMP A MTC 001

### **Marketing**

**Description:** Information relating to advertising, customers, promotional events, media, community relations, and press releases.

**Document Types:** advertising, publications, corporate newsletter, sponsorships, donations, media clippings, tariffs.

**Record Number:** HAMP A MKT 001

### **Operations**

**Description:** Information relating to security, Port Security Plan, movement of traffic, vessels, safety, pollution, debris control, emergency planning.

**Document Types:** ISPS Code and compliance information, security issues and procedures, incidents, patrol Operations, permits, marine emergency plan, aids to navigation.

**Record Number:** HAMP A HMO 001

## **Property**

**Description:** Information relating to the administration of properties, leases and agreements, purchases, sales.

**Document Types:** lease agreements, title information, insurance, appraisals, purchases, sales.

**Record Number:** HAMP A PRO 001

## **Internal Services**

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: Management and Oversight Services; Communications Services; Legal Services; Human Resources Management Services; Financial Management Services; Information Management Services; Information Technology Services; Real Property Services; Materiel Services; Acquisition Services; and Travel and Other Administrative Services. Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

### **Financial Management**

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial Management](#)

### **Human Resources Management**

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- [Classification of Positions](#)
  - [Staffing](#)

- [Compensation and Benefits](#)
  - [Attendance and Leave](#)
  - [Pay and Benefits](#)
- [Labour Relations](#)
  - [Grievances](#)
- [Occupational Health and Safety \(COR\)](#)
  - [Occupational Health and Safety \(PIB\)](#)
- [Official Languages \(COR\)](#)
  - [Official Languages \(PIB\)](#)
- [Performance Management Reviews \(COR\)](#)
  - [Performance Management Reviews \(PIB\)](#)
- [Recruitment and Staffing](#)
  - [Employee Personnel Record](#)
  - [Staffing](#)

## **Management And Oversight Services**

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- [Executive Services](#)
- [Internal Audit and Evaluation](#)

## **Real Property**

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management \(COR\)](#)

## **Travel And Other Administrative Services**

Travel and Other Administrative Services include Government of Canada (GC) travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Access to Information and Privacy \(COR\)](#)
  - [Access to Information and Privacy \(PIB\)](#)
- [Security](#)
  - [Identification and Building-Pass Cards](#)
  - [Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes](#)

## **Classes of Personal Information**

In the course of conducting the programs and activities of the Port, categories of personal information may be accumulated which are not contained in the specific information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date the information was received by the Hamilton Port Authority and the name of the person to whom it was addressed. The retention periods for these types of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

## **Manuals**

- Board of Directors Manual
- Emergency Contingency Manual
- Hamilton Port Authority Policy Manual
- Health and Safety Manual
- Port Security Plan

## **3. Additional Information**

Please see the Introduction to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For additional information about the programs and activities of the Hamilton Port Authority, please contact:

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Hamilton, Ontario L8L 1K1

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Facsimile: 905-528-6282  
E-Mail: [info@hamiltonport.ca](mailto:info@hamiltonport.ca)  
Internet: [www.hamiltonport.ca](http://www.hamiltonport.ca)

## **Reading Room**

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

605 James St. N., 6th Floor  
Hamilton, Ontario