

Hamilton-Oshawa Port Authority

Annual Report to Parliament

on the Administration  
of the Access to Information Act

for the Reporting Period  
April 1, 2019 – March 31, 2020

## **1. INTRODUCTION**

The purpose of the 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.

This report is prepared and tabled in Parliament in accordance with section 72 of the Act.

The Hamilton-Oshawa Port Authority (HOPA) was identified in Part 1 of the Schedule to the Canada Marine Act as the corporation responsible for the governance of the Ports of Hamilton and Oshawa. HOPA is the successor corporation to the Hamilton Port Authority and the Oshawa Port Authority, coming into effect on June 19, 2019.

The Port Authority is responsible for providing the marine infrastructure necessary for achieving local, regional and national social and economic objectives; ensuring that marine transportation services satisfy the needs of users and are available at a reasonable cost; providing a high level of safety and environmental protection; is responsive to local needs and priorities and coordinates with other modes of transportation; and manages the marine infrastructure and services in a commercial manner that encourages input from users and the harbour community.

## **2. PROCEDURES FOR COMPLIANCE**

Procedures are in place for directing all formal access requests to the Access to Information Coordinator who ensures that they are processed in accordance with the provisions of the Act.

## **3. DELEGATION**

The Access to Information Coordinator is Ms. Sue Auton, Human Resources Manager. A copy of the delegation order is attached as Appendix B

## **4. EXPLANATION OF THE STATISTICAL SUMMARY REPORT**

Attached as Appendix A is the form TBS/SCT 350-62 "*Statistical Report on Report on the Access to Information Act*" which provides statistical data on formal access requests received by the Hamilton Port Authority. No Cabinet Confidences were processed nor were any previously released Access to Information packages informally released during the reporting period.

No requests were received during the reporting period.

### **Exemptions invoked**

No exemption provisions were invoked.

### **Exclusions invoked**

No exclusions were invoked.

### **Completion times**

Not applicable.

### **Fees**

Application fees of \$5, per request, are waived for all requests.

### **Consultations**

No requests were received during the reporting period.

### **Personal and operational costs**

The total cost associated with administering the Act was estimated at \$1,650. The methodology used for calculating the personnel cost was the hourly rate of pay for the staff involved, multiplied by the number of hours worked on the Access to Information activities in accordance with the regulations (provisions) as set out in the Act. These costs include the cost of processing requests, producing the annual and statistical reports and updating the *Info Source* publications.

### **Multi-Year Trends**

For the past five (5) years, an average of three (3) requests are received per year. Of the requests received, on average, one half are provided full disclosure and one half are either exempted or no records exist. Completion times for requests received during the past five (5) years have been within the prescribed time for all but one request; which required one thirty day extension. The number of requests received during this reporting period is less than previous reporting periods.

## **5. TRAINING**

Access to Information related education or training activities were not undertaken during this period.

## **6. REVISED/NEW INSTITUTIONAL POLICIES**

No new policies or procedures have been implemented during the reporting period.

## **7. INVESTIGATIONS**

There were no complaints lodged with the Information Commissioner and no audits or investigations undertaken during the reporting period.

## **8. MONITORING**

Access to information requests are stamped with the date and time received in order to monitor the time taken to process the request. Requests received are brought to the attention of the head of the institution i.e. the President & CEO.

## Annexe 'A'

## Annexe 'B'