

# Hamilton-Oshawa Port Authority



## Annual Report to Parliament

on the Administration  
of the Access to Information Act

for the Reporting Period  
April 1, 2021 – March 31, 2022

## **INTRODUCTION**

The Access to Information Act (R.S.C. 1985, c. A-1) came into force on July 1, 1983. The Act grants Canadian citizens, permanent residents, and persons residing in Canada the right to access information in records held by the federal government, except for types of information falling under the exemptions or exclusions. Section 94 of the Act requires the Hamilton-Oshawa Port Authority to submit a report to Parliament on the administration of the Act within their institution during the fiscal year.

This report is submitted in accordance with section 94 of the Access to Information Act. It presents an overview of Access to Information Act activities carried out within the Hamilton-Oshawa Port Authority during the reporting period of April 1, 2021 to March 31, 2022.

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.

The Hamilton-Oshawa Port Authority also reports on behalf of following wholly owned subsidiaries:

- Great Lakes Port Management Inc.

## **ORGANIZATIONAL STRUCTURE**

The Access to Information and Privacy (ATIP) Office consists of a single ATIP Coordinator who reports directly to the Executive Vice President.

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.

## **DELEGATION**

The Access to Information Coordinator is Mr. Peter Hammerl, Information Technology Manager. A copy of the delegation order is attached as Appendix B

## **PERFORMANCE 2021-2022**

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

In the 2021-2022 reporting period, the Hamilton-Oshawa Port Authority received 5 access to information requests.

All requests received were responded to within legislated timelines.

Time timelines for processing these requests were as follows:

- 2 requests completed within 1 to 15 days
- 3 requests completed within 16 to 30 days

Of the requests received:

- 40% were “all disclosed”
- 60% were “all exempted”

### **Outstanding Requests**

No requests were carried over from the previous reporting period.

### **Complaints**

There are no active complaints outstanding from this or previous reporting periods.

### **Extensions**

No extensions were invoked.

### **Consultations**

During the previous reporting period, 1 consultation was completed. Completion time for this consultation was 15 days.

### **COVID-19 Impact**

There was no impact from COVID-19 to the ability of the Hamilton-Oshawa Port Authority to process Access to Information Requests.

## **TRAINING AND AWARENESS**

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

## **POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES**

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

## **SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS**

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

## **MONITORING COMPLIANCE**

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.

# Appendix 'A'



## Statistical Report on the *Access to Information Act*

**Name of institution:** Hamilton-Oshawa Port Authority

**Reporting period:** 4/1/2021 to 3/31/2022

### Section 1: Requests Under the *Access to Information Act*

#### 1.1 Number of requests

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 5                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | 5                  |
| Closed during reporting period                    |   | 5                  |
| Carried over to next reporting period             |   | 0                  |
| • Carried over within legislated timeline         | 0 |                    |
| • Carried over beyond legislated timeline         | 0 |                    |

#### 1.2 Sources of requests

| Source                    | Number of Requests |
|---------------------------|--------------------|
| Media                     | 0                  |
| Academia                  | 0                  |
| Business (private sector) | 2                  |
| Organization              | 0                  |
| Public                    | 3                  |
| Decline to Identify       | 0                  |
| <b>Total</b>              | 5                  |

#### 1.3 Channels of requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 2                  |
| E-mail       | 0                  |
| Mail         | 3                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>5</b>           |

**Section 2: Informal Requests**

**2.1 Number of informal requests**

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 1                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | <b>1</b>           |
| Closed during reporting period                    |   | 1                  |
| Carried over to next reporting period             |   | 0                  |

**2.2 Channels of informal requests**

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 0                  |
| E-mail       | 1                  |
| Mail         | 0                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>1</b>           |

**2.3 Completion time of informal requests**

| Completion Time |
|-----------------|
|                 |







|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| Neither confirmed nor denied                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Total</b>  | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 5 |

## 4.2 Exemptions

| Section       | Number of Requests | Section    | Number of Requests | Section    | Number of Requests | Section  | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a)      | 0                  | 16(2)      | 0                  | 18(a)      | 0                  | 20.1     | 0                  |
| 13(1)(b)      | 0                  | 16(2)(a)   | 0                  | 18(b)      | 0                  | 20.2     | 0                  |
| 13(1)(c)      | 0                  | 16(2)(b)   | 0                  | 18(c)      | 0                  | 20.4     | 0                  |
| 13(1)(d)      | 0                  | 16(2)(c)   | 0                  | 18(d)      | 0                  | 21(1)(a) | 0                  |
| 13(1)(e)      | 0                  | 16(3)      | 0                  | 18.1(1)(a) | 0                  | 21(1)(b) | 0                  |
| 14            | 0                  | 16.1(1)(a) | 0                  | 18.1(1)(b) | 0                  | 21(1)(c) | 0                  |
| 14(a)         | 0                  | 16.1(1)(b) | 0                  | 18.1(1)(c) | 0                  | 21(1)(d) | 0                  |
| 14(b)         | 0                  | 16.1(1)(c) | 0                  | 18.1(1)(d) | 0                  | 22       | 0                  |
| 15(1)         | 0                  | 16.1(1)(d) | 0                  | 19(1)      | 1                  | 22.1(1)  | 0                  |
| 15(1) - I.A.* | 0                  | 16.2(1)    | 0                  | 20(1)(a)   | 0                  | 23       | 0                  |
| 15(1) - Def.* | 0                  | 16.3       | 0                  | 20(1)(b)   | 0                  | 23.1     | 0                  |
| 15(1) - S.A.* | 0                  | 16.4(1)(a) | 0                  | 20(1)(b.1) | 0                  | 24(1)    | 0                  |
| 16(1)(a)(i)   | 0                  | 16.4(1)(b) | 0                  | 20(1)(c)   | 2                  | 26       | 0                  |
| 16(1)(a)(ii)  | 0                  | 16.5       | 0                  | 20(1)(d)   | 2                  |          |                    |
| 16(1)(a)(iii) | 0                  | 16.6       | 0                  |            |                    |          |                    |
| 16(1)(b)      | 0                  | 17         | 0                  |            |                    |          |                    |
| 16(1)(c)      | 0                  |            |                    |            |                    |          |                    |
| 16(1)(d)      | 0                  |            |                    |            |                    |          |                    |

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

## 4.3 Exclusions

| Section | Number of Requests | Section  | Number of Requests | Section         | Number of Requests |
|---------|--------------------|----------|--------------------|-----------------|--------------------|
| 68(a)   | 0                  | 69(1)    | 0                  | 69(1)(g) re (a) | 0                  |
| 68(b)   | 0                  | 69(1)(a) | 0                  | 69(1)(g) re (b) | 0                  |
| 68(c)   | 0                  | 69(1)(b) | 0                  | 69(1)(g) re (c) | 0                  |
| 68.1    | 0                  | 69(1)(c) | 0                  | 69(1)(g) re (d) | 0                  |
| 68.2(a) | 0                  | 69(1)(d) | 0                  | 69(1)(g) re (e) | 0                  |
| 68.2(b) | 0                  | 69(1)(e) | 0                  | 69(1)(g) re (f) | 0                  |
|         |                    | 69(1)(f) | 0                  | 69.1(1)         | 0                  |

**4.4 Format of information released**

| Paper | Electronic |          |       |       | Other |
|-------|------------|----------|-------|-------|-------|
|       | E-record   | Data set | Video | Audio |       |
| 0     | 2          | 0        | 0     | 0     | 0     |

**4.5 Complexity**

**4.5.1 Relevant pages processed and disclosed for paper and e-record formats**

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 8                         | 8                         | 5                  |

**4.5.2 Relevant pages processed per request disposition for paper and e-record 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   | 2                             | 8               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part   | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| All exempted  | 3                             | 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               |
| Declined to act with the approval of the Information Commissioner | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>  | 5                             | 8               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

**4.5.3 Relevant minutes processed and disclosed for audio formats**

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

**4.5.4 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 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Total</b>  | 0 | 0 | 0 | 0 | 0 | 0 |

**4.5.5 Relevant minutes processed and disclosed for video formats**

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

**4.5.6 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                 |
| Declined to act with the approval of the Information Commissioner | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| <b>Total</b>  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |

**4.5.7 Other complexities**

| Disposition | Consultation Required | Legal Advice Sought | Other | Total |
|-------------|-----------------------|---------------------|-------|-------|
|-------------|-----------------------|---------------------|-------|-------|

|   |   |   |   |   |
|---|---|---|---|---|
| All disclosed   | 0 | 0 | 0 | 0 |
| Disclosed in part   | 0 | 0 | 0 | 0 |
| All exempted  | 0 | 0 | 0 | 0 |
| All excluded  | 0 | 0 | 0 | 0 |
| Request abandoned   | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied                                      | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| <b>Total</b>  | 0 | 0 | 0 | 0 |



#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

|   |     |
|---|-----|
| Number of requests closed within legislated timelines         | 5   |
| Percentage of requests closed within legislated timelines (%) | 100 |

#### 4.7 Deemed refusals

##### 4.7.1 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     |

##### 4.7.2 Requests 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     |
| <b>Total</b>                             | 0  | 0  | 0     |

#### 4.8 Requests for translation

| <b>Translation Requests</b> | <b>Accepted</b> | <b>Refused</b> | <b>Total</b> |
|-----------------------------|-----------------|----------------|--------------|
| English to French           | 0               | 0              | 0            |
| French to English           | 0               | 0              | 0            |
| <b>Total</b>                | 0               | 0              | 0            |

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken              | 9(1)(a)<br>Interference With<br>Operations/ Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party Notice |
|---|--|-------------------------|-------|-------------------------------|
|   |  | Section 69              | Other |                               |
| All disclosed   | 0  | 0                       | 0     | 0                             |
| Disclosed in part   | 0  | 0                       | 0     | 0                             |
| All exempted  | 0  | 0                       | 0     | 0                             |
| All excluded  | 0  | 0                       | 0     | 0                             |
| Request abandoned   | 0  | 0                       | 0     | 0                             |
| No records exist  | 0  | 0                       | 0     | 0                             |
| Declined to act with the approval of the Information Commissioner | 0  | 0                       | 0     | 0                             |
| <b>Total</b>  | 0  | 0                       | 0     | 0                             |

### 5.2 Length of extensions

| Length of Extensions | 9(1)(a)<br>Interference With<br>Operations/ Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party Notice |
|----------------------|--|-------------------------|-------|-------------------------------|
|                      |  | Section 69              | Other |                               |
| 30 days or less      | 0  | 0                       | 0     | 0                             |
| 31 to 60 days        | 0  | 0                       | 0     | 0                             |
| 61 to 120 days       | 0  | 0                       | 0     | 0                             |
| 121 to 180 days      | 0  | 0                       | 0     | 0                             |
| 181 to 365 days      | 0  | 0                       | 0     | 0                             |
| 365 days or more     | 0  | 0                       | 0     | 0                             |
| <b>Total</b>         | 0  | 0                       | 0     | 0                             |

## Section 6: Fees

|  | Fee Collected | Fee Waived | Fee Refunded |
|--|---------------|------------|--------------|
|--|---------------|------------|--------------|

| <b>Fee Type</b> | <b>Number of Requests</b> | <b>Amount</b> | <b>Number of Requests</b> | <b>Amount</b> | <b>Number of Requests</b> | <b>Amount</b> |
|-----------------|---------------------------|---------------|---------------------------|---------------|---------------------------|---------------|
| Application     | 2                         | \$10.00       | 3                         | \$0.00        | 0                         | \$0.00        |
| Other fees      | 0                         | \$0.00        | 0                         | \$0.00        | 0                         | \$0.00        |
| <b>Total</b>    | 2                         | \$10.00       | 3                         | \$0.00        | 0                         | \$0.00        |





## 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               |
| <b>Total</b>   | 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               |
| <b>Total</b>   | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

|  |   |  |
|--|---|--|
| <b>Section 32 Notice of intention to investigate</b> | <b>Subsection 30(5) Ceased to investigate</b> | <b>Section 35 Formal Representations</b> |
| 0  | 0   | 0  |

## 9.2 Investigations and Reports of finding

| Section 37(1) Initial Reports |   |  | Section 37(2) Final Reports |   |  |
|-------------------------------|---|--|-----------------------------|---|--|
| Received                      | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner | Received                    | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner |
| 0                             | 0   | 0  | 0                           | 0   | 0  |

## Section 10: Court Action

### 10.1 Court actions on complaints

| Section 41      |                 |                 |                          |       |
|-----------------|-----------------|-----------------|--------------------------|-------|
| Complainant (1) | Institution (2) | Third Party (3) | Privacy Commissioner (4) | Total |
| 0               | 0               | 0               | 0                        | 0     |

### 10.2 Court actions on third party notifications under paragraph 28(1)(b)

|  |
|--|
| <b>Section 44 - under paragraph 28(1)(b)</b> |
| 0  |

## Section 11: Resources Related to the *Access to Information Act*

### 11.1 Allocated Costs

| Expenditures | Amount |
|--------------|--------|
| Salaries     | \$0    |
| Overtime     | \$0    |



|                                   |     |            |
|-----------------------------------|-----|------------|
| Goods and Services                |     | \$0        |
| • Professional services contracts | \$0 |            |
| • Other                           | \$0 |            |
| <b>Total</b>                      |     | <b>\$0</b> |

### 11.2 Human Resources

| <b>Resources</b>                 | <b>Person Years Dedicated to<br/>Access to Information Activities</b> |
|----------------------------------|---|
| 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   |
| <b>Total</b>                     | <b>0.000</b>  |

**Note:** Enter values to three decimal places.

## Appendix 'B'

November 15, 2021

Ms. Allison Knight  
Senior Director, Investigations  
Complaints Resolution Team  
Office of the Information Commissioner  
30 Victoria St., 7<sup>th</sup> Floor  
Gatineau, Quebec K1A 1H3  
Email: [general@oic-ci.gc.ca](mailto:general@oic-ci.gc.ca)

Dear Ms. Knight

Re: Delegation Order for the Hamilton-Oshawa Port Authority (HOPA)  
Access to Information and Privacy Act Administration

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Pursuant to the legislation noted above, and in my capacity as President & CEO of the HOPA, I wish to confirm that, effective November 1<sup>st</sup>, 2021, authority for the administration of the Access to Information Act and Privacy Act for the HOPA has been delegated to Peter Hammerl, Information Technology Manager.

These powers, duties, responsibilities, and functions include:  
Conduct the functions of the Access to Information Coordinator  
Respond to requests for access  
Extend time limits for responding to requests  
Issue notice and administer collection fees  
Complete the Annual Report to Access and Privacy Commissioners

Should you require anything further, please feel free to contact me at your earliest convenience.

Yours truly,



Ian Hamilton  
**President & CEO**

