Hamilton-Oshawa Port Authority

HOPA PORTS | HAMILTON OSHAWA PORT AUTHORITY | ADMINISTRATION PORTUAIRE HAMILTON-OSHAWA

Annual Report to Parliament

on the Administration
of the *Access to Information Act*

for the Reporting Period
April 1, 2025 – March 31, 2026

Canada

A1. 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, 2025 to March 31, 2026.

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.
- 1001405894 Ontario Inc.

This report is intended to fulfill the reporting requirements of the Hamilton-Oshawa Port Authority and its subsidiaries.

A2. ORGANIZATIONAL STRUCTURE

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

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.

The Hamilton-Oshawa Port Authority was not party to any service agreements under section 96 of the Access to Information Act.

The ATIP Coordinator is responsible for ensuring that all proactive publication requirements are met.

For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section "Proactive Publication under Part 2 of the ATIA", below.

A3. DELEGATION

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

A4. PERFORMANCE 2025-2026

In the 2025-2026 reporting period, the Hamilton-Oshawa Port Authority received two access to information requests.

All requests were completed within legislated timelines. One request was completed within 15 days, and one request was completed within 16 to 30 days.

Of the requests received, 50% were fully disclosed and 50% were fully exempted.

Outstanding Requests

No requests were carried over from the previous reporting period.

There are no active requests as of the last day of the 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 within 15 days.

A5. TRAINING AND AWARENESS

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

A6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

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

A7. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

No new initiatives or projects have been implemented during the reporting period.

A8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were lodged with the Information Commissioner during the reporting period.

A9. PROACTIVE PUBLICATION UNDER PART 2 OF THE ATIA

Legislative Requirement	**Section of ATIA**	**Publication Timeline**	**Does requirement apply to your institution? (Y/N)**	**Internal group(s) or positions(s) responsible for fulfilling requirement**	**% of proactive publication requirements published within legislated timelines***	**Link to web page where published****
Apply to all Government Institutions as defined in section 3 of the *Access to Information Act*						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	ATIP Coordinator	0% **	See Note Below
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	ATIP Coordinator	0% **	See Note Below
Reports tabled in Parliament	84	Within 30 days after tabling	Y	ATIP Coordinator	100%	https://www.hopaports.ca/about-hopa/access-to-information-requests/
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the *Financial Administration Act*						
Contracts over $10,000	86	Q1-3: Within 30 days after the quarter	N			

		Q4: Within 60 days after the quarter				
Grants & Contributions over $25,000	87	Within 30 days after the quarter	N			
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N			
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N			
Applies to government institutions that are departments named in Schedule I to the *Financial Administration Act* or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N			
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a	74(a)	Within 120 days after appointment	N			

government institution for new or incoming ministers						
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N			
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N			
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N			

Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N			
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N			

** - Publication of travel and hospitality expenses is currently under review through the Association of Canadian Port Authorities (ACPA). As a result, these proactive publication requirements were not met within the prescribed timelines during the reporting period.

A10. 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.

No monitoring was conducted during the reporting period.

Appendix ‘A’

HOPA PORTS | HAMILTON OSHAWA PORT AUTHORITY

November 15, 2021

Ms. Allison Knight
Senior Director, Investigations
Complaints Resolution Team
Office of the Information Commissioner
30 Victoria St., 7th Floor
Gatineau, Quebec K1A 1H3
Email: 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

Pursuant to the legislation noted above, and in my capacity as President & CEO of the HOPA, I wish to confirm that, effective November 1st, 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