



The Year-End Statistical Report  
for the  
Information and Privacy Commissioner/Ontario

**Statistical Report of  
City of Hamilton  
for the Reporting Year 2015**

under the  
*Municipal Freedom of Information and Protection of Privacy Act*

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## Section 1: Identification

1.1 Organization Name	City of Hamilton
Head of Institution Name & Title	Council
Head of Institution E-mail Address	clerk@hamilton.ca
Management Contact Name & Title	Lisa Barroso, Manager of Records & FOI
Management Contact E-mail Address	lbarroso@hamilton.ca
Primary Contact Name & Title	Lisa Barroso, Manager of Records & FOI
Primary Contact Email Address	lbarroso@hamilton.ca
Primary Contact Phone Number	905-546-2424 Ext. 2743
Primary Contact Fax Number	905-546-2095
Primary Contact Mailing Address 1	71 Main Street West, 1st Floor
Primary Contact Mailing Address 2	
Primary Contact Mailing Address 3	
Primary Contact City	Hamilton
Primary Contact Postal Code	L8P 4Y5
1.2 Your Institution is:	Municipal Corporation

## Section 2: Inconsistent Use of Personal Information

2.1 Whenever your institution uses or discloses **personal information** in a way that differs from the way the information is normally used or disclosed (**an inconsistent use**), you must attach a record or notice of the inconsistent use to the affected information. How many such records did your institution attach, if any?

0

### Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

### Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

- 3.1 New requests received during the reporting year
- 3.2 Total number of requests completed during the reporting year

Personal Information	General Records
0	207
0	209

### Section 4: Source of Requests

Enter the number of requests you completed from each source.

- 4.1 Individual / Public
- 4.2 Individual by Agent
- 4.3 Business
- 4.4 Academic / Researcher
- 4.5 Association / Group
- 4.6 Media
- 4.7 Government (All Levels)
- 4.8 Other
- 4.9 Total Requests (Add Boxes 4.1 to 4.8 = Box 4.9)

Personal Information	General Records
0	119
0	14
0	61
0	0
0	0
0	15
0	0
0	0
0	209

Box 4.9 MUST EQUAL Box 3.2

### Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

- 5.1 30 days or less
- 5.2 31 - 60 days
- 5.3 61 - 90 days
- 5.4 91 days or over
- 5.5 Total Requests (Add Boxes 5.1 to 5.4 = Box 5.5)

Personal Information	General Records
0	173
0	25
0	11
0	0
0	209

Box 5.5 MUST EQUAL Box 3.2

## Section 6: Compliance with the *Act*

In this section, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of these four different situations:

- A. No notices issued;
- B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;
- C. Only a Notice of Extension (s.27(1)) issued; or
- D. Only a Notice to Affected Person (s.28(1)) issued.

Please note that **the four different situations are mutually exclusive** and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2 (add boxes 6.3 + 6.6 + 6.9 + 6.12 = box 6.13 and box 6.13 MUST EQUAL box 3.2).

### A. No Notices Issued

	Personal Information	General Records
6.1 Number of requests completed within the statutory time limit (30 days) where <b>neither</b> a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	0	151
6.2 Number of requests completed in excess of the statutory time limit (30 days) where <b>neither</b> a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	0	25
6.3 Total (Add Boxes 6.1 + 6.2 = Box 6.3)	0	176

### B. Both a Notice of Extension (s.27(1)) AND a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
6.4 Number of requests completed within the time limits permitted under <b>both</b> the Notice of Extension (s.27(1)) and Notice to Affected Person (s.28(1)).	0	0
6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and/or the time limit permitted by the Notice to Affected Person (s.28(1)).	0	4
6.6 Total (Add Boxes 6.4 + 6.5 = Box 6.6)	0	4

### C. Only a Notice of Extension (s.27(1)) Issued

	Personal Information	General Records
6.7 Number of requests completed within the time limit permitted under the Notice of Extension (s.27(1))	0	16
6.8 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).	0	5
6.9 Total (Add Boxes 6.7 + 6.8 = Box 6.9)	0	21

**D. Only a Notice to Affected Person (s.28(1)) Issued**

6.10 Number of requests completed within the time limit permitted under the Notice to Affected Person (s.28(1))

6.11 Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).

6.12 Total (Add Boxes 6.10 + 6.11 = Box 6.12)

Personal Information	General Records
0	7
0	1
0	8

**E. Total Completed Requests (sections A to D)**

6.13 Overall Total (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = Box 6.13)

Personal Information	General Records
0	209

Box 6.13 MUST EQUAL Box 3.2

**Section 6a: Contributing Factors**

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

**Section 7: Disposition of Requests**

What course of action was taken with each of the completed requests? Please enter the number of requests into the appropriate category.

7.1 All information disclosed

7.2 Information disclosed in part

7.3 No information disclosed

7.4 No responsive records exist

7.5 Request withdrawn, abandoned or non-jurisdictional

7.6 Total Requests (Add Boxes 7.1 to 7.4 = Box 7.6)

Personal Information	General Records
0	47
0	66
0	26
0	11
0	64
0	214

Box 7.6 MUST BE GREATER THAN OR EQUAL TO Box 3.2

## Section 8: Exemptions & Exclusions Applied

For the total number of requests with exemptions/exclusions/frivolous or vexatious requests, how many times did your institution apply each of the following? (More than one exemption/exclusion may be applied to each request.)

	Personal Information	General Records
8.1 Section 6 — Draft Bylaws, etc.	0	0
8.2 Section 7 — Advice or Recommendations	0	0
8.3 Section 8 — Law Enforcement <sup>1</sup>	0	25
8.4 Section 8(3) — Refusal to Confirm or Deny	0	0
8.5 Section 8.1 — <i>Civil Remedies Act, 2001</i>	0	0
8.6 Section 8.2 — <i>Prohibiting Profiting from Recounting Crimes Act, 2002</i>	0	0
8.7 Section 9 — Relations with Governments	0	0
8.8 Section 10 — Third Party Information	0	1
8.9 Section 11 — Economic/Other Interests	0	0
8.10 Section 12 — Solicitor-Client Privilege	0	1
8.11 Section 13 — Danger to Safety or Health	0	0
8.12 Section 14 — Personal Privacy (Third Party) <sup>2</sup>	N/A	59
8.13 Section 14(5) — Refusal to Confirm or Deny	0	1
8.14 Section 15 — Information Soon to be Published	0	9
8.15 Section 20.1 — Frivolous or Vexatious	0	0
8.16 Section 38 — Personal Information (Requester)	0	N/A
8.17 Section 52(2) — <i>Act Does Not Apply</i> <sup>3</sup>	0	0
8.18 Section 52(3) — Labour Relations & Employment Related Records	0	5
8.19 Section 53 — Other Acts	0	0
8.20 <i>PHIPA</i> Section 8(1) Applies	0	0
8.21 Total Requests Where Exemptions & Exclusions Applied (Add Boxes 8.1 to 8.20 = Box 8.21)	0	101

<sup>1</sup> not including Section 8(3)

<sup>2</sup> not including Section 14(5)

<sup>3</sup> not including Section 52(3)

## Section 9: Fees

Did your institution collect fees related to requests for access to records?

- 9.1 Number of requests where fees other than application fees were collected
- 9.2.1 Application fees collected
- 9.2.2 Additional fees collected
- 9.2.3 Total fees collected (Add boxes 9.2.1 + 9.2.2 = Box 9.2.3)
- 9.3 **TOTAL DOLLAR AMOUNT OF FEES WAIVED**

	Personal Information	General Records	Total
9.1	0	78	78
9.2.1	\$0.00	\$4,535.90	\$4,535.90
9.2.2	\$0.00	\$1,060.00	\$1,060.00
9.2.3	\$0.00	\$5,595.90	\$5,595.90
9.3	\$0.00	\$326.60	\$326.60

**Section 10: Reasons for Additional Fee Collection**

Enter the **number of requests** for which your institution collected fees other than application fees that apply to each category.

- 10.1 Search time
- 10.2 Reproduction
- 10.3 Preparation
- 10.4 Shipping
- 10.5 Computer costs
- 10.6 Invoice costs (and others as permitted by regulation)
- 10.7 Total Requests (Add boxes 10.1 to 10.6 = Box 10.7)

	Personal Information	General Records	Total
10.1	0	104	104
10.2	0	97	97
10.3	0	66	66
10.4	0	0	0
10.5	0	0	0
10.6	0	0	0
10.7	0	267	267

**Section 11: Corrections and Statements of Disagreement**

Did your institution receive any requests to correct **personal information**?

- 11.1 Number of correction requests received
- 11.2 Correction requests carried forward from the previous year
- 11.3 Correction requests carried over to the next year
- 11.4 Total correction requests completed [(Box 11.1 + Box 11.2) - Box 11.3 = Box 11.4]

Personal Information
0
0
0
0

What course of action did your institution take regarding the requests to correct **personal information** that were received?

Personal Information

11.5	Correction(s) made in whole	0
11.6	Correction(s) made in part	0
11.7	Correction requests refused	0
11.8	Correction requests withdrawn by requester	0
11.9	Total (Add Boxes 11.5 to 11.8 = Box 11.9)	0

In cases where correction requests wer denied, in part or in whole, were any statements of disagreement attached to the affected personal information?

11.10	Number of statements of disagreement attached	0
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If your institution received any requests to correct personal information, the *Act* requires that you send any person(s) or body who had access to that information in the previous year notification of either the correction of the statement of disagreement. Enter the numer of notifications sent, if applicable.

11.11	Number of notifications sent	0
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**Note:**

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner/Ontario in lieu of online submisson. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>

***Thank you for your cooperation!***

**Declaration:**

I, Lisa Barroso, Manager of Records & FOI, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner/Ontario, is true, accurate and complete in all respects.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*