Introduction to *Info Source*

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The Introduction and an index of institutions subject to the *Access to Information Act* and the *Privacy Act* are available centrally*.*

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Info Source

Sources of Federal Government and Employee Information
2014

Montreal Port Authority

1. General Information

Background

On March 1, 1999, pursuant to the new *Canada Marine Act*, the name and status of the Montreal Port Corporation were changed to the Montreal Port Authority (MPA). The transition from the Montreal Port Corporation is facilitated by the fact that the enterprise has already been operating in a commercial, efficient and profitable manner since at least its founding as a local port corporation in 1983 in accordance with the *Canada Port Authorities Act*, which had replaced the *National Harbours Board Act* of 1936, the Government Harbours and Piers Act and the Harbour Commissions Act of 1964.

The MPA reports to Parliament through the Minister of Transport.

Additional information related to the MPA, its history, and mandate can be found **here**.

Responsibilities

The MPA builds and maintains infrastructures that it leases to private stevedoring companies. It also directly operates a passenger terminal and its own railway network with more than 100 kilometres of track providing transcontinental railways with direct access to almost every berth.

The MPA's mission is to manage the MPA's infrastructures efficiently and facilitate our clients' transportation and logistical activities in order to promote trade and contribute to the prosperity of both the Greater Montreal region and of Canada, while respecting the environment.

Within its mission, the MPA's vision is to be the preferred maritime gateway on the North American continent, reliable and safe, offering clients an integrated, competitive suite of services implemented by an open and dedicated team of professionals.

For additional information on the MPA's responsibilities please click **here**.

Institutional Functions, Programs and Activities

GENERAL MANAGEMENT

The Montreal Port Authority General Management carries out activities related to the strategic direction and allocating of resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. The General Management plays a crucial role in establishing and sustaining the Port's reputation based on its mission and in ensuring that the Port remains an important leader in the development, marketing and management of trade and transportation, commitment to sustainable development, and role as economic development agent for the local, regional, and national economy.

CORPORATE AFFAIRS & SECRETARIAT

The Corporate Affairs and Secretariat ensures that the service operations and programs of the MPA comply with applicable laws, regulations, policies or plans.

Risks and Claims Management

Description: Records may include information relating to complaints, accidents and investigations from those making a complaint or comment to the MPA regarding any matter in its jurisdiction; or those individuals involved in an accident within the Port's jurisdiction.

Document types: accident or property damage reports, forms, settlements, legal opinions, insurance documents, court documents, policies, procedures, and related correspondence.

Record Number: MPA LAS 005

> ### *Accidents and Compensation*
> ### *- Bank Number: MPA PPU 005*
>
> **Description:** This file includes accident reports and investigations and compensation requests. Personal information may include the names and addresses of the firms or individuals involved in an accident or who are claiming compensation, the nature of the complaint, opinions and views of, or about individuals, and signatures.
>
> **Class of Individuals:** General public and firms representing individuals involved in an accident.
>
> **Purpose:** This file is used to conserve data on requests for compensation by or from the MPA; and to authorize or determine amounts owing to or claimed by the MPA in the event of a loss or damage. The legislative authority for this collection of information is carried out in accordance with its *Letters Patent* and the *Canada Marine Act*, Section 28

Consistent Uses: Aggregate information may be used for reporting to Senior Management and the Board of Directors and for annual reporting purposes and risk assessment and insurance coverage.

Retention and Disposal Standards: Accident files are destroyed 6 years after the expiration of all measures.

RDA Number: 2002/001

Related Record Number: MPA LAS 005

TBS Registration: 004261

Bank Number: MPA PPU 005

Complaints, interventions and information requests
- Bank Number: MPA PPU 035

Description: This file contains the details of persons who make a complaint or submit comments to the MPA about any matter coming under its jurisdiction. Personal information may include the names and addresses of the persons who submit a request or an observation, and the nature of the request. It may also include signatures of individuals resulting from petitions submitted by citizens' groups.

Class of Individuals: General public.

Purpose: This file is used to keep data about complaints, observations and requests made to the MPA. The legislative authority for this collection of information is accordance with its *Letters Patent* and the *Canada Marine Act*, Section 28.

Consistent Uses: Follow-up on complaints and information requests and to provide statistical information to senior management.

Retention and Disposal Standards: These files are kept for two years from the last administrative action and then destroyed.

RDA Number: 2002/001

Related Record Number: MPA LAS 005

TBS Registration: 004267

Bank Number: MPA PPU 035

Legal files
- Bank Number: MPA PPU 030

Description: These files contain information about a number of legal questions affecting the MPA. It includes legal opinions, documents concerning lawsuits, seizures, collection files and other similar documents. Personal information may

include name, contact information, legal advice, nature of the legal issue and the legal measure, opinions and views of, or about, individuals, and signature.

Class of Individuals: General public and representatives of individuals and firms.

Purpose: Data conserved in these files are used for the application of federal laws and MPA by-laws. They are intended to compile data on legal questions affecting MPA. The legislative authority for this collection of information is accordance with its *Letters Patent* and the *Canada Marine Act*, Section 28.

Consistent Uses: Information is used for the application of federal laws and MPA by-laws; and support action taken in settling lawsuits and any other legal matters, in conformity with federal laws and MPA by-laws. Information may also be used for reporting to senior management and the Board of Directors, and for planning and evaluation purposes.

Retention and Disposal Standards: Files are destroyed 6 years after the expiration of any provision.

RDA Number: 2002/001

Related Record Number: MPA LAS 005

TBS Registration: 004266

Bank Number: MPA PPU 030

GROWTH AND DEVELOPMENT

Growth and Development encompasses the overall marketing, product development, promotion, and market research for existing and new markets in Canada and around the world. It helps to drive the MPA's brand and corporate reputation. This includes bolstering the MPA's corporate image and reputation; positioning the MPA in key industrial and global markets; ensuring that the brand experience for external stakeholders and customers is consistently reflective of the corporation's reputation for excellence.

GROWTH AND DEVELOPMENT DEPARTMENT

The Growth and Development Department is responsible for the following activities: growth development, marketing and promotional affairs, communications, information, special events and advertising.

Business Development

Description: Records may relate to market research, new projects and opportunities aimed to maintain and create new partnerships with federal, provincial, regional and international stakeholders that offer effective support for the achievement of local, regional and national social and economic objectives.

Document types: market research and testing, memoranda of understanding, correspondence with provincial and international partners, information on practices and operations, reports, budgets, plans, statistics, policies and procedures.

Record Number: MPA MAD 010

Administration of Tariffs and Fees

Description: Records include information related to the administration of tariffs and fees in accordance with the Port's Letters Patent pursuant to the *Canada Marine Act*.

Document types: Harbour dues; berthage, anchorage and wharfage descriptions and fees; dangerous goods descriptions and fees; water service fees, mobile ramp fees; in transit passenger fees or embarking/disembarking passenger fees; remittals, notices and procedures, policies, statistical reports; meeting minutes; contracts; memoranda and correspondence.

Record number: MPA MAD 015

PORT OPERATIONS

Construction and maintenance of the port's infrastructures and facilities are the responsibility of Operations. The MPA operates its own passenger terminal, a railway network that serves practically all berths and its harbourmaster's department. It leases its other facilities to private enterprises specializing in the handling of merchandise. It provides services to its first-line customers - ocean carriers and stevedores - and it undertakes a variety of initiatives to increase and promote the competitive advantages of the Port of Montreal.

ENVIRONMENT

Environment encompasses the MPA's responsible use and protection of the region's natural environment through conservation and sustainable practices. Through these activities the Port has developed an environmental management system as well as other initiatives intended to reduce its environmental impact on the region and increase environmental protection efforts.

Environmental Management System

Description: Records may relate to the MPA's Environmental Management System. This system manages the environmental aspects of the MPA's activities.

Document types: plans, audits, reviews, reports, certificates, policies, objectives, targets, and procedures for defining, investigating, correcting and preventing non-conformity issues related to the Environmental Management System.

Record number: MPA OPE 005

Sustainable Development Programs

Description: Records may relate to the MPA's involvement in environmental projects such as the Green Marine Program, Hybrid Vehicles, and Active Transportation; and initiatives such as Soil Solidification, Recycled and Recyclable Railway Ties; and rehabilitation projects for fish spawning zones.

Document types: environmental reports, research, studies, standards, certifications, financial reports, budget, plans, policies, procedures, correspondence, committee meeting minutes, agendas.

Record number: MPA OPE 010

PORT OPERATIONS

Pursuant to the *Canada Marine Act*, and Schedule "A" and "B" of its Letters Patent, Port Operations is responsible for performing all activities related to the operations of the Port.

Port Infrastructure

Description: Records may relate to the repairs, maintenance and upgrade to various essential infrastructure including the MPA's electrical network, railroads, roadways, water and sewers, docks and buildings that contribute to the economic development of the MPA's properties and lands, regulatory compliance and community relations.

Document types: contract files and related correspondence, award criteria, guidelines, regulations, approval requirements, statements of work, Requests for Proposal, solicitation or tender documents, monitoring and inspection reports, invoices, payment requisitions, evaluation and quality control reports, standing offers, supply arrangements, purchase requisitions, reports, contracts, quotes, research, plans, submissions, progress reports and payments.

Record number: MPA OPE 020

Railway Operations

Description: Records relate to the operations of the MPA's own rail network which includes over 100kms of track and six locomotives.

Document types: engineering plans, policies, procedures, guidelines, regulations, statements of work, Requests for Proposals, solicitation or tender documents, purchase requisitions, invoices, research, maintenance and inspection reports, safety prevention and emergency plans, accident reports, reports, contracts, MOUs and/or agreements with railway partners (CN & CP), general correspondence, meeting agendas and minutes.

Record number: MPA OPE 025

Cargo/Container, Dry and Liquid Bulk Management

Description: Records may relate to the leasing of container terminals, dry and liquid bulk terminals and grain terminals to private stevedore companies that operate these terminals year long.

Document types: fees and rates, licenses, plans, procedures, policies, financial reports, budgets, statistical reports, forecasts and strategies.

Record number: MPA OPE 030

Cruise Services

Description: Files may include information related to the arrival and disembarkment of cruise ship passengers and other visitors to the Port that contribute to the tourist trade throughout the region.

Document types: passenger manifest, including information on Canada Customs and Immigration, port services (seaport, washrooms, food, tours, information, etc.), advertisements, brochures, posters, press releases, performance reporting documents, planning documents, photos and illustrations, budget documents, presentations, market research reports, promotional material, invoices, contracts, statistics, policies, procedures.

Record number: MPA OPE 035

SAFETY AND FIRE PREVENTION

Safety and Fire Prevention is responsible for the enforcement of regulations as a port authority. The MPA's terminals provide all the necessary shore services required for international and coastal trade, including Canada Customs and Immigration, shipping agents, stevedoring companies, and tugs. Other activities encompass marine security initiatives; Port Credentialing in relation to the production and issuance of passes for personnel and vehicles that enter and move around on the Port's premises; dangerous goods inspection in conjunction with Transport Canada for the inspection of sea containers registered as containing dangerous goods; and the North American Security Perimeter, Operation Safe Commerce Program which is an horizontal security initiative carried out in partnership with the U.S.A Department of Transportation.

Fire and Hazardous Materials

Description: Records may relate to MPA safety and fire prevention carried out by inspectors.

Document types: laws, regulations, codes, standards, forms, reports, policies, procedures, incident reports, safety information, emergency contact information, situation reports, emergency response plans.

Record number: MPA OPE 040

North American Security Perimeter

Description: Files include information related to the North American Security Perimeter, Operation Safe Commerce Program, which is a horizontal security initiative carried out by the Port in partnership with the U.S.A. Department of Transportation.

Document types: legislation, regulations, codes, standards, reports, statistics, policies, procedures, techniques, manuals, safety information, emergency contact information, situation reports, operational plans, correspondence.

Record Number: MPA OPE 045

Dangerous Goods Container Inspection Program

Description: Records relate to the Dangerous Goods Container Inspection Program – a horizontal initiative carried out by the Port in conjunction with Transport Canada whereby marine safety inspectors undertake compliance assessments of sea containers registered as containing dangerous goods.
Document types: legislation, regulations, codes, standards, forms, reports, statistics, policies, procedures, license numbers, statements of vessel ownership, declaration of dangerous goods, and registrations of containers containing dangerous goods.

Record Number: MPA OPE 050

Harbour Master Control Centre

Description: Records relate to the MPA's master control centre which operates 24/7. The control centre provides a birds-eye view of the entire port territory, with more than 350 port video cameras installed at strategic locations. All security systems are linked to the control centre.

Document types: legislation, regulations, codes, standards, forms, reports, statistics, policies, procedures, techniques, manuals, incident reports, safety information, emergency contact information, situation reports, emergency response plans, video surveillance.

Record number: MPA OPE 055

Port Community Credentialing Program

Description: Records may relate to the issuance of passes and security clearances for personnel and vehicles that have business with the Port such as employees, contractors, members of the Board, users, construction workers, etc. The security objective is to provide for the safety and security of people, cargo and infrastructure assets while facilitating the productive flow of commerce into, within and out of the Port-owned facilities.

Document types: badges, application and registration forms, badge revocations, company and individual information, policies, procedures, access controls (i.e. access to all or specific areas of the Port), correspondence, license numbers.

Record number: MPA SAF 060

Permits, passes and pass cards
- Bank Number: MPA PPU 040

Description: These files contains requests for permits or pass cards and correspondence concerning vehicle parking on premises belonging to the MPA. It also contains requests for visits and permits to move about on port property. Personal information includes: names and contact information of individuals making a

request; photographs, signatures, name and card numbers of holders; drivers' license numbers; biographical information, medical information (for those individuals who apply for parking for disability requirements), vehicle identification information, and signature.

Class of Individuals: General public, contractors or other individuals, property owners or representatives.

Purpose: This file is used to follow up and keep data on requests for pass cards, visits and permits to move about or park on port property.

Consistent Uses: Information may also be used for reporting purposes.

Retention and Disposal Standards: These files are kept for 2 years after expiry and are destroyed.

RDA Number: 98/001

Related Record Number: MPA OPE 060

TBS Registration: 004268

Bank Number: MPA PPU 040

Marine Security Initiatives

Description: Records may relate to partnerships with CBSA, DND, RCMP, TC, and Montreal Police, etc. to ensure coordination in marine safety, and programs and initiatives such as the Emergency Intervention Program, Vehicular Monitoring System and the Partners in Protection Program.

Document types: legislation, regulation, codes, standards, forms, applications, reports, statistics, policies, procedures, techniques, manuals, incident reports, safety information, emergency contact information, situation reports, operational plans, procedures relating to media requests for information

Record number: MPA OPE 065

Internal Services

Internal services constitute 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.

Acquisition Services

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting Class of Record
  - Professional Services Contracts Personal Information Bank

Communications Services

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications Class of Record
  - Internal Communications Personal Information Bank
  - Public Communications Personal Information Bank

Financial Management Services

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 Class of Record
  - Accounts Payable Personal Information Bank
  - Accounts Receivable Personal Information Bank
  - Acquisition Cards Personal Information Bank

Human Resources Management Services

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 plans.

- Awards (Pride and Recognition) Class of Record
  - Recognition Program Personal Information Bank
- Classification of Positions Class of Record
  - Staffing Personal Information Bank
- Compensation and Benefits Class of Record
  - Attendance and Leave Personal Information Bank
  - Pay and Benefits Personal Information Bank
- Employment Equity and Diversity Class of Record
  - Employment Equity and Diversity Personal Information Bank
- Hospitality Class of Record
  - Hospitality Personal Information Bank
- Human Resources Planning Class of Record

- - Human Resources Planning Personal Information Bank
  - Labour Relations Class of Record
    - *Canadian Human Rights Act* – Complaints Personal Information Bank
    - Discipline Personal Information Bank
    - Grievances Personal Information Bank
    - Harassment Personal Information Bank
    - Disclosure of Wrongdoing in the Workplace Personal Information Bank
    - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
  - Occupational Health and Safety Class of Record
    - Employee Assistance Personal Information Bank
    - Harassment Personal Information Bank
    - Occupational Health and Safety Personal Information Bank
    - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank
  - Official Languages Class of Record
    - Official Languages Personal Information Bank
  - Performance Management Reviews Class of Record
    - Discipline Personal Information Bank
    - Performance Management Reviews Personal Information Bank
  - Recruitment and Staffing Class of Record
    - Applications for Employment Personal Information Bank
    - Employee Personnel Record Personal Information Bank
    - Personnel Security Screening Personal Information Bank
    - Staffing Personal Information Bank
    - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
  - Relocation Class of Record
    - Relocation Personal Information Bank
  - Training and Development Class of Record
    - Training and Development Personal Information Bank

Information Management Services

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- - Access to Information and Privacy Class of Record
    - Access to Information Act and Privacy Act Requests Personal Information Bank
  - Information Management Class of Record
    - Library Services Personal Information Bank

Information Technology Services

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- - Information Technology Class of Record
    - Electronic Network Monitoring Personal Information Bank

Legal services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- Legal Services Class of Record

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 or plans.

- Cooperation and Liaison Class of Record
  - Outreach Activities Personal Information Bank
- Executive Services Class of Record
  - Executive Correspondence Personal Information Bank
- Internal Audit and Evaluation Class of Record
  - Evaluation Personal Information Bank
  - Internal Audit Personal Information Bank
- Planning and Reporting Class of Record

Materiel Services

Materiel services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Materiel Management Class of Record
  - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank

Real Property Services

Real property services involve activities undertaken to ensure that 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 Class of Record
  - Real Property Management Personal Information Bank

Travel and Other Administrative Services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Administrative Services Class of Record
  - Parking Personal Information Bank
- Boards, Committees and Council Class of Record

- - Governor in Council Appointments Personal Information Bank
    - Members of Boards, Committees and Councils Personal Information Bank
  - Business Continuity Planning Class of Record
    - Business Continuity Planning Personal Information Bank
  - Disclosure to Investigative Bodies Class of Record
    - Disclosure to Investigative Bodies Personal Information Bank
  - Proactive Disclosure Class of Record
    - Hospitality Personal Information Bank
    - Travel Personal Information Bank
  - Security Class of Record
    - Identification Cards and Access Badges Personal Information Bank
    - Disclosure of Wrongdoing in the Workplace Personal Information Bank
    - Personnel Security Screening Personal Information Bank
    - Security Incidents and Privacy Breaches Personal Information Bank
    - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank
  - Travel Class of Record
    - Travel Personal Information Bank

Manuals

- Port Authorities Operations Regulations
- Passenger operation guide
- Port passes procedures

Additional Information

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the Montreal Port Authority's completed Access to Information (ATI) summaries for more information. To make an informal request, contact:

2100 avenue Pierre Dupuy
Wing 1
Montreal, Quebec
H3C 3R5

Telephone: 514-496-8123
E-mail: wellsv@port-montreal.com
Internet: www.port-montreal.com

Please see the Introduction to this publication for information on formal access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*. The following outlines how to make a formal ATIP request.

Mail your letter or Access to Information Request Form (*Access to Information Act*) or Personal Information Request Form (*Privacy Act*), along with any necessary documents (such as consent or the $5.00 application fee for a request under the *Access to Information Act*) to the following address:

Montreal Port Authority
Access to Information and Privacy Coordinator
2100 avenue Pierre Dupuy
Wing 1
Montreal, Quebec
H3C 3R5

Please note: Each request made to the Montreal Port Authority under the *Access to Information Act* must be accompanied by an application fee of $5.00, cheque or money order made payable to the Montreal Port Authority.

Reading Room

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

Montreal Port Authority
2100 avenue Pierre Dupuy
Wing 1
Montreal, Quebec
H3C 3R5