

GENERAL INFORMATION

CONTEXT

In 1805, the Canadian government established the Trinity House, which was responsible for managing the port, issuing licences to pilots on the St. Lawrence and even tending buoys. In 1858, the government created the Québec Harbour Commission, which had a mandate to coordinate the development of maritime and port activities in Québec. The Trinity House was abolished in 1873, and in 1875, responsibility for managing the port was granted to the Québec Harbour Commission. In 1936, the government established the National Harbours Board, which brought together the largest ports in Canada, and disbanded the Harbour Commission. The National Harbours Board was an agent of the Crown and was responsible for conducting commercial operations and services. This organization was accountable to Parliament for matters concerning it, through the Department of Transport.

Around 1983, the federal government reviewed the legislation concerning the management of Canadian ports and created the *Canada Ports Corporation Act*. In 1984, it established the Québec Port Corporation as well as six other local port corporations. This new legislative step effectively merged the main Canadian port organizations into a single corporation and returned decision-making power to the local level.

On May 1, 1999, following the adoption of the *Canada Marine Act*, the Canada Ports Corporation began to dissolve, making way for a national port network managed by the Canadian Port Authorities (CPAs). The Québec Port Corporation thus became the Québec Port Authority, a shared governance organization that reports to Parliament through the Minister of Transport.

RESPONSIBILITIES

The Québec Port Authority plays a role in building a national marine policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

The navigable waters that fall under the jurisdiction of the Québec Port Authority and the federal buildings under its management are described in Appendices "A" and "B" of its letters patent.

The authority granted to the Québec Port Authority for port operations is limited to port activities related to navigation, transportation of passengers and goods and the handling and storage of goods to the extent determined by the *Canada Marine Act*. The Québec

Port Authority's activities are also limited to other activities specified in its letters patent as necessary to port operations.

Among its rights and obligations, the Québec Port Authority is responsible for the management of federal buildings and movables and the rights related thereto. It is authorized to set the fees for ships, vehicles, aircraft and persons entering the port or making use of the port, and for the goods and services it provides or the advantages it offers. The Québec Port Authority is required to take all necessary measures to maintain order and the security of persons and property in the port.

FUNCTIONS, PROGRAMS AND ACTIVITIES OF THE INSTITUTION

INFRASTRUCTURE DEVELOPMENT

The infrastructure development department is responsible for managing the QPA's property holdings at the engineering and project management level and for monitoring capital projects.

Infrastructure monitoring and maintenance

Description: It defines programs such as the infrastructure monitoring program and recommends work to maintain the integrity of this infrastructure. It manages investment projects and internal and external resources according to established project management principles.

Types of documents: Calls for tenders, contracts, correspondence, pre-feasibility studies, plans, specifications, field orders, meeting minutes, shop drawings, technical documents, infrastructure monitoring (preventive maintenance, etc.)

File number: APQ DDI 010

MARINE OPERATIONS DEPARTMENT

Coordinates activities taking place within port limits. This role applies to activities carried out by internal departments and by client operators. The main function of the department is to ensure that services are provided safely and in a way that preserves the integrity of the facilities and takes into account good environmental practices.

The Port's Harbour Services and Harbour Master's Office

Description: This department coordinates all activities associated with the movement of ships within the Port of Québec's administrative limits as well as the arrivals and departures of ships at the docks managed by the QPA. This department also works closely with client operators for operations occurring on open areas. The Port's harbour services also see to the application of ISPS regulations throughout the operational territory and ensure the presence of patrollers on an ongoing basis.

Types of documents: Permits, passes, access cards, visitor access control logs, surveillance videos. Project records, logs, correspondence, contracts, minutes, documents relating to safe access to docks for ships, documents concerning the transshipment of goods. Emergency measures plan. Meeting minutes.

File number: APQ DOM 010

Maintenance services

Description: The maintenance services department performs work and tasks to ensure that marine and land facilities are adapted to facilitate the operations of the QPA and its client operators.

The work is usually carried out by a team of specialized workers. Some services requiring greater expertise are provided by outside contractors.

Types of documents: Documentation on equipment and on service providers, plans, specifications, contracts and correspondence.

File number: APQ DOM 020

Environmental services

Description: The fundamental role of this department is to ensure that marine and land operations are conducted in compliance with environmental laws and regulations. When environmental incidents occur, the department intervenes to ensure that effective steps are taken and that remediation measures are implemented. The environmental services department supervises the environmental assessments that are required before implementing new projects. The department also works with client operators to ensure that operations are conducted in compliance with environmental laws, regulations and best practices.

Types of documents: Characterizations, environmental risk analyses, environmental policies and procedures, screenings, environmental monitoring of facilities, correspondence, documents on environmental incidents, environmental audits.

File number: APQ DOM 030

Cruise ships

Description: This department coordinates cruise ship operations at the Port of Québec. Its responsibilities include planning stops with different cruise ship lines, maintaining relationships with industry partners and monitoring tourism promotion initiatives developed by various stakeholders. When vessels and cruise ships are present, this department ensures that operations are running smoothly at the various wharves, the Ross Gaudreault Cruise Terminal and any alternative sites used during peak periods.

Types of documents: Promotion and advertising, agreements, studies, reports and analyses.

File number: APQ DOM 040

Espaces Dalhousie

Description: In order to use the Ross Gaudreault Cruise Terminal to its fullest potential, the QPA has made the building available as a meeting and convention centre. These activities are supervised by internal staff under the department name Espaces Dalhousie. This department canvasses to increase its business clientele, suggests products that will respond to the needs of convention delegates and oversees the recruiting of service providers to meet the needs of its business clientele. Espaces Dalhousie also supports the cruise ship department by ensuring the effective use of the Cruise Terminal and other sites designated for hosting international cruise ships.

Types of documents: Advertising, rental and service contracts.

File number: APQ DOM 050

Marina

Description: The Port of Québec operates a marina in the inner Louise Basin with more than 400 wharf spaces. The Port of Québec Marina offers all the services typically provided by a reputable marina, with pontoons to receive pleasure craft of all sizes, electrical utilities, garbage disposal, septic tanks, drinking water and purchasable fuel. While the operating season is restricted to the period from May to October of each year, the Port of Québec Marina nonetheless contributes to accommodating a significant number of members and visitors in the vicinity of Old Québec.

Types of documents: Rental contracts, studies, reports, analyses and financial systems.

File number: APQ DOM 060

PORT BUSINESS DEVELOPMENT

The port business development department is responsible for ties with different port clients (terminal operators, stevedores, etc.), marine clients (ship owners, agents, brokers, etc.) and commercial clients (shippers, carriers, etc.).

Port business development

Description: This department is in charge of identifying business opportunities (research and commercial intelligence) and carrying out all major Port growth and development projects connected with the organization's main activities. The department also provides property management for agreements in connection with these activities and coordinates strategic planning for the organization.

Types of documents: Studies and investigations, statistics, business promotion and development, land-use plan.

File number: APQ ADP 010

INTERNAL SERVICES

Internal services are 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: acquisitions, communications services, financial management, human resources management, information management, information technology, legal services, management and oversight services, material, real property, 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.

Acquisitions

Description: Acquisition services involve activities undertaken to acquire a good or service to fulfil 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

Description: 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

Description: 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

Description: 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/or plans.

- 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
- Labour Relations Class of Record
 - *Canadian Human Rights Act* – Complaints Personal Information Bank
 - Discipline Personal Information Bank
 - Grievances Personal Information Bank
 - Internal Disclosure of Wrongdoing in the Workplace Personal Information Bank
- Occupational Health and Safety Class of Record
 - Awareness Activities Personal Information Bank

- Employment Equity and Diversity Personal Information Bank
- Harassment Personal Information Bank
- Human Resources Planning Personal Information Bank
- Occupational Health and Safety Personal Information Bank
- Personal Information Files Personal Information Bank
- Reception 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
 - Staffing Personal Information Bank
- Training and Development Class of Record
 - Training and Development Personal Information Bank

Information Management

Description: 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 and Privacy Act Personal Information Bank
- Administrative Services Class of Record
 - Disclosure for Investigation of Organizations Personal Information Bank
 - Electronic Network Surveillance Personal Information Bank
 - Parking Personal Information Bank
- Information Management Class of Record
 - Automated Document, Records and Information Management Systems Personal Information Bank
- Boards, Committees and Councils Class of Record
 - Members of Boards, Committees and Councils Personal Information Bank
- Business Continuity Planning Class of Record
 - Business Continuity Planning Personal Information Bank
- Proactive Disclosure Class of Record
 - Travel Personal Information Bank

- Security Class of Record
 - Disclosure to Investigative Bodies Personal Information Bank
 - Identification Cards and Access Badges Personal Information Bank
 - Internal Disclosure of Wrongdoing in the Workplace Personal Information Bank
 - Personnel Security Screening Personal Information Bank
 - Security Incidents Personal Information Bank
 - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank

Legal Services

Description: Includes records related to activities undertaken to enable institutions to pursue policy, program and service delivery priorities and objectives within a legally sound framework. Legal Services include the provision of policy and program advice, direction in the development and drafting of the legal content of bills, regulations and guidelines, assistance in the identification, mitigation and management of legal risks, legal support in ensuring compliance and enforcement of standards, regulations and guidelines, and representing the institution's interests in litigation. May include information related to legal advice, preparation of legal documents, litigation services, and legislative drafting.

Types of documents: Legal opinions, legislative proposals, draft legislation (government and private members' bills), regulations and orders in council, working papers, Memoranda to Cabinet, correspondence, copies of enacted legislation, legislative drafting instructions and procedures, records documenting consultations with other federal institutions, schedules, parliamentary returns, written questions, petitions, motions, briefing books, copies of House of Commons Debates, House of Commons calendar, and Cabinet committee documents.

File number: ADP SJ 010

Real Property

Description: Real Property Services involve activities undertaken to ensure 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](#)
 - Property Management Personal Information Bank
 - [Real Property Management Personal Information Bank](#)

Categories of personal information

In carrying out its programs and activities, the Québec Port Authority may accumulate personal information not entered in the personal information banks mentioned above. These include requests for information, testimonies of public support, service offers and complaints. They are stored with general files.

Manuals

- Land use plan
- Environmental policy
- Practices and procedures related to navigation
- Québec Port Authority letters patent
- Québec Port Authority operating regulations
- *Canada Marine Act*
- *Port Authorities Management Regulations*

Additional information

For additional information, please consult the [access to information](#) requests on the Port of Québec website

Reading room

In accordance with the *Access to Information Act* and *Privacy Act*, the applicant may wish to review material in person at the [office of the Quebec Port Authority](#).