

# **GENERAL INFORMATION**

## **HISTORY**

In 1805, the Canadian government established the Trinity House, which was responsible for port management, issuing licences to pilots on the St. Lawrence and tending buoys. In 1858, the government created the Québec Harbour Commission whose mandate was 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 grouped 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 Quebec 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 Canada Port Authorities (CPAs). The Quebec Port Corporation thus became the Québec Port Authority, a shared governance organization.

## **RESPONSIBILITIES**

The Québec Port Authority plays a role in building a national marine policy that ensures that the necessary marine infrastructure for Canada is established, constitutes a support tool for the achievement of socio-economic, local, regional and national goals, and helps promote and maintain Canada's competitiveness and its commercial 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 operation is limited to port activities relating 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 the capital projects of maritime operators located on the Port's territory.

#### **Infrastructure development**

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

**Types of documents:** Calls for tender, contracts, correspondence, pre-feasibility studies, plans, specifications, field orders, meetings 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, preserving the integrity of the facilities and taking into account good environmental practices.

## **The Port's harbour services and Harbour Master's office**

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 dock 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 ensures 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**

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, while some services requiring greater expertise are carried out 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**

The fundamental role of this department is to ensure compliance with environmental laws and regulations in the conduct of marine and land operations. 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**

This department coordinates cruise ship operations at the Port of Québec. Its responsibilities include planning stops with different cruise ship lines, relations 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 de documents:** Promotion and advertising, agreements, studies, reports and analyses.

**File number:** APQ DOM 040

## **Espaces Dalhousie**

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 performs canvassing 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**

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 050

## 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**

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 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.

### **Legal affairs**

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.

**Document Types:** 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

## Acquisitions

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](#)

## Human Resources Management

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](#)
- [Performance Management Reviews Class of Record](#)
  - [Discipline Personal Information Bank](#)
  - [Performance Management Reviews Personal Information Bank](#)
- [Training and Development Class of Record](#)
  - [Training and Development Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
  - [Applications for Employment Personal Information Bank](#)
  - [Staffing 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](#)
- [Compensation and Benefits Class of Record](#)
  - [Pay and Benefits Personal Information Bank](#)
  - [Attendance and Leave Personal Information Bank](#)
- [Occupational Health and Safety Class of Record](#)
  - [Occupational Health and Safety Personal Information Bank](#)

## **Financial Management**

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](#)

## **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](#)

## **Information Management**

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.

- [Information Management Class of Record](#)
  - [Automated Document, Records, and Information Management Systems Personal Information Bank](#)
- [Access to Information and Privacy Class of Record](#)

- [Access to Information and Privacy Requests Personal Information Bank](#)
- [Boards, Committees and Council Class of Record](#)
  - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Proactive Disclosure Class of Record](#)
  - [Travel Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)
  - [Business Continuity Planning Personal Information Bank](#)
- [Security Class of Record](#)
  - [Identification and Building-Pass Cards 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](#)
- [Administrative Services Class of Record](#)
  - [Parking Personal Information Bank](#)

## **Real Property**

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](#)
  - [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**

- Québec Port Authority letters patent
- Québec Port Authority operating regulations
- Canada Marine Act



- Port Authorities Management Regulations

### **Additional information**

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult Québec Port Authority completed Access to Information (ATI) summaries and open data. To make an informal request, contact Access procedures under the Access to Information Act and the Privacy Act are explained in the introduction to this document.

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Québec Port Authority conducts Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. Summaries of completed PIAs (<http://www.portquebec.ca/>) are available.

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:

Me Pascal Raby  
150, rue Dalhousie  
C.P. 80, Succursale Haute-Ville  
Québec (Québec) G1R 4M8

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

## **Reading room**

In accordance with the *Access to Information Act* and the *Privacy Act*, an area will be made available should the person making the request wish to review materials on site. The address is as follows: 150 Dalhousie, Office 201, Québec (Québec) G1R 4M8