

INFO-SOURCE – Québec Port Authority (QPA)

INTRODUCTION TO INFO-SOURCE

Info Source describes the programs and activities, as well as the information holdings related to the programs and activities, of government institutions subject to the Access to Information Act in order to facilitate the right of access. It also provides individuals, including current and former employees of the Government of Canada, with relevant information for accessing personal information about them held by government institutions subject to the Privacy Act and for exercising their rights under the Privacy Act.

Centralized access allows consultation of a list of institutions subject to the Access to Information Act and the Privacy Act.

The Access to Information Act and the Privacy Act assign to the President of the Treasury Board (as the minister responsible) the overall responsibility for the government-wide administration of the acts.

BACKGROUND

In 1805, the Canadian government founded the Trinity House, whose mission was to administer the port, issue licenses to pilots on the St. Lawrence, and even handle the anchoring of buoys. In 1858, the Canadian government created the Québec Harbor Commission, which was tasked with coordinating the development of maritime and port activities in Québec. The Trinity House was abolished in 1873, and responsibility for managing the port was assigned to the Québec Harbor Commission in 1875. In 1936, the government established the National Ports Council, which united the largest ports in Canada and dissolved the Harbor Commissioners. The National Ports Council was a Crown corporation responsible for conducting commercial or service operations. This body reported to Parliament through the Ministry of Transport on matters concerning it.

Around 1983, the federal government reviewed the legislation regarding Canadian port management. At that time, it enacted the Canada Ports Corporation Act. It was then, in 1984, that the Québec Port Corporation, as well as six other local port corporations, was established. This new legislative phase turned the main Canadian port entities into corporations 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 gradually disappeared, replaced by a national port network managed by Canadian Port Authorities (CPA). The Québec Port Corporation thus became the Québec Port Authority.

Established under the *Canada Marine Act*, the Québec Port Authority is an independent, not-for-profit corporation that operates separate from the federal government. The law does not permit the federal government to direct or influence the actions taken by respective Canadian port authorities (CPAs). Under the *Canada Marine Act*, CPAs must be financially autonomous. They do not receive federal funding for their operating costs or deficits, and they finance their capital projects from their own revenues.



The QPA operates on commercial principles; it is empowered to determine its strategic direction and make business decisions. Like other CPAs, the QPA may set its own fees, such as for docking and wharfage. The QPA is also responsible for maintaining commercial navigation channels and therefore finances its own dredging needs. It leases areas of the territory under its management to private sector terminal operators.

The QPA is accountable to Parliament through the Minister of Transport of Canada.

The QPA has a wholly owned subsidiary, which has been inactive since its creation and does not have its own *Info Source*.

RESPONSIBILITIES

The navigable waters under the jurisdiction of the Québec Port Authority, as well as the federal properties under its management, are described in Annexes A and B of its letters patent.

The Québec Port Authority's authorization to operate a port is restricted to port activities related to navigation, passenger and cargo transportation, and handling and storage of goods as specified by the Canada Marine Act. The activities of the Québec Port Authority are otherwise limited to other activities designated in its letters patent.

Among its rights and obligations, the Québec Port Authority must manage federal buildings and movable property, as well as the associated rights. It may set the fees to be paid by ships, vehicles, aircraft, and people entering or using the port, as well as for the goods and services it provides or the benefits it grants. In terms of order and security, the Québec Port Authority is required to take all necessary measures to maintain the order and security of people and property in the port.

INSTITUTIONAL PROGRAMS AND ACTIVITIES

CONTENT SPECIFIC TO THE QPA

INFRASTRUCTURES

The Infrastructure Department is responsible for managing the QPA's real estate assets in terms of engineering, as well as managing and monitoring capital projects.

Infrastructure Monitoring and Maintenance

Description: Among other things, it defines the infrastructure monitoring program and recommends work to be done to maintain their integrity. It manages internal and external resources and capital projects according to recognized project management principles.



Document Types: Calls for tenders, contracts, correspondence, prefeasibility studies, plans, specifications, site directives, meeting minutes, shop drawings, technical documents, infrastructure monitoring (preventive maintenance, etc.).

File Number: QPA DDI 010

OPERATIONS DEPARTMENT

This department coordinates the management of activities taking place within port boundaries. This role applies both to operations carried out by internal services and to those undertaken by operating clients. The department's primary function is therefore to ensure that service delivery is carried out safely, while preserving the integrity of the facilities and adhering to sound environmental practices.

Harbormaster and Port Captain

Description: This service coordinates all activities related to the movement of vessels within the administrative boundaries of the Port of Quebec, as well as the arrivals and departures of ships at the docks managed by the Quebec Port Authority (QPA). It also works closely with operator clients for operations taking place on the wharves. The Harbormaster's Office ensures the enforcement of ISPS regulations throughout the operational territory and provides continuous patrol presence.

Document Types: Permits, passes, access cards, visitor access control logs, video surveillance. Project files, registers, correspondence, contracts, minutes, documents related to secure ship access to docks, documents concerning cargo transshipment. Emergency response plans. Meeting minutes.

File Number: APQ DOM 010

Maintenance Service

Description: The maintenance service carries out tasks and works to ensure that the maritime and land facilities are suitable for facilitating the operations of the QPA and its operator clients.

The work is mostly carried out by a team of specialized workers. Certain services requiring more advanced expertise, however, are performed by external companies.

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

File Number: APQ DOM 020

Cruise Operations

Description: This service coordinates cruise operations at the Port of Quebec. Its duties include planning port calls with various cruise lines, managing relationships with industry partners, and



monitoring tourism promotion initiatives developed by the different stakeholders. When cruise ships and vessels are present, this service oversees the smooth running of operations, whether at different docks, at the Ross Gaudreault Cruise Terminal, or at alternate sites used during peak periods.

Document Types: Promotion and advertising, agreements, studies, reports, and analyses.

File Number: APQ DOM 040

Cruise Ship Visits Public Bank and Advanced Passenger Information

Description: This file is compiled based on information relating to individuals seeking to enter Canada aboard a commercial vessel or through the APQ's marine facilities, which must be provided by vessel operators and their agents. Personal information is collected in order to verify the identity of passengers and crew members, confirm the legitimacy of their presence, and ensure the security of the facilities.

The file also includes advance passenger information submitted by vessel operators or their agents for individuals seeking to enter Canada aboard a cruise ship through the APQ's facilities, in accordance with the Marine Transportation Security Regulations.

Document Types: Passenger manifests including travel document information, boarding passes, authorizations to enter the territory, crew lists, work orders, and reports.

File number: APQ DOM 040

- Specific personal information file relating to the Public File on Cruise Ship Port Calls and Advance Passenger Information [pending TBS approval]

Event Management

Description: To maximize the use of cruise terminals and other facilities within the port area, the QPA has made certain buildings and rooms available for corporate and other events. This service actively seeks to grow its business clientele, offers products to meet client needs, and works to recruit service providers capable of satisfying customers and ensuring the efficient operation of cruise terminals and other sites designated for hosting international cruise ships or recreational-tourism activities.

Document Types: Promotion, rental and service contracts.

File Number: APQ DOM 050

Marina

Description: The Port of Quebec operates a marina with more than 400 berths inside the Louise Basin. The Port of Quebec marina offers all the services typically expected of a top-tier marina, including pontoons that can accommodate pleasure boats of all sizes, with electricity, pump-out, septic tank, potable water, and fuel services, available both to occasional visitors and regular



members. Although the operating season is limited to the period from May to October each year, the Port of Quebec marina helps welcome a significant number of members and visitors near the boundaries of Old Quebec.

Document Types: Rental contracts, reports, analyses, and financial systems.

File Number: APQ DOM 060

- Marina Operations Personal Information Bank [pending TBS approval]

BUSINESS DEVELOPMENT AND INNOVATION DEPARTMENT

The Business Development and Innovation Department is responsible for maintaining relationships with various clientele of the port (terminal operators, stevedores, others), maritime (shipowners, agencies, brokers, others), and commercial (shippers, carriers, etc.), in addition to collaborating with market stakeholders to stimulate innovation related to the maritime sector and the APQ's activities.

Business Development and Innovation

Description: The department is responsible for identifying business opportunities (commercial research and monitoring) and carrying out any major projects related to the port's growth and development regarding the organization's main activities. It is also the department that manages real estate agreements related to the mentioned activities and those of the organization.

Document Types: Studies and surveys, statistics, business promotion and development, land use plan, agreements, leases, partnerships.

File Number: APQ ADP 010

SUSTAINABILITY DEPARTMENT

Environmental Service

Description: The primary function of this service is to ensure that maritime and land operations are carried out in compliance with environmental laws and regulations. This service intervenes in cases of environmental incidents to ensure that effective responses are implemented, and remediation measures are applied. The Environmental Service oversees the process of impact assessment and mitigation (PEAI). Lastly, the service supports operator clients to ensure that operations are conducted in accordance with laws, regulations, and best environmental practices.

Document Types: Characterization, environmental risk analyses, environmental policies and procedures, preliminary reviews, environmental monitoring of facilities, correspondence, documents on environmental incidents, environmental audits.

File Number: APQ DOM 030



INTERNAL SERVICES

Internal services consist of groups of related activities and resources that are managed to meet the needs of programs and other general obligations of an organization. These groups include management and oversight services, communications services, legal services, talent and culture services, financial management services, information management services, information technology services, asset management services, material management services, acquisition management services, and travel management services, as well as other administrative services. Internal services include only those activities and resources intended for the entire organization and not those provided to a specific program.

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

- Legal Services Personal Information Bank (QPA PPU 002)

Acquisition Management Services

Description: Activities carried out to obtain the goods and services required to fulfill a properly completed request (including a complete and precise definition of requirements and assurance that funds are available), up to the awarding or modification of a contract.

- [Procurement and Contracting Class of Record](#)
 - [Professional Services Contracts Personal Information Bank](#)



Human Resources Management Services (Talent and Culture)

Description: Activities involving the determination of strategic direction, allocation of resources among services, and processes and activities related to risk analysis and identification of mitigation measures to be taken. These ensure that federal government services and programs 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
 - Workplace Day Care 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
 - EX Talent Management 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](#)

Financial Management Services

Description: Activities aimed at ensuring the responsible use of public resources, such as planning, budget management, accounting, reporting, control and monitoring, analysis, advice and support for decision-making, as well as financial systems.

- [Financial Management Class of Record](#)
 - [Accounts Payable Personal Information Bank](#)
 - [Accounts Receivable Personal Information Bank](#)

Communications Services

Description: Activities carried out to ensure that communications from the Government of Canada are managed efficiently and well coordinated, and that they meet the diverse information needs of the public. The communications management function ensures the dissemination of government information to both internal and external audiences, and considers their concerns and interests in the planning, management, and evaluation of policies, programs, services, and initiatives.

- [Communication Class of Record](#)
 - [Internal Communications Personal Information Bank](#)
 - [Public Communications Personal Information Bank](#)

Information Management Services

Description: Activities designed to ensure the efficient and effective management of information in support of program and service delivery, to facilitate informed decision-making, accountability, transparency, and collaboration, as well as to preserve information and records for the benefit of the current generation and future generations by ensuring they remain accessible.

- [Access to Information and Privacy Class of Record](#)
 - [Access to Information Act and Privacy Act Requests Personal Information Bank](#)



Information Technology Services

Description: Activities aimed at ensuring the efficient and effective use of information technology, in support of government priorities and the implementation of programs to increase productivity and improve services provided to the public.

- [Information Technology Class of Record](#)
 - [Electronic Network Monitoring Personal Information Bank](#)

Management and Oversight Services

Description: 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, and/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](#)

Material

Description: Material Services involve activities undertaken to ensure that material can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Material Management Class of Record](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

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](#)
 - [Real Property Management Personal Information Bank](#)



Travel and Other Administrative Services

Description: 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](#)
 - [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](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Security Incidents and Privacy Breaches Personal Information Bank](#)
 - [Physical Access Controls Personal Information Bank](#)
 - [Travel Class of Records](#)
 - [Travel Personal Information Bank](#)
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Additional Information

For general information about making a request for access to information or personal information, see [Make an access to information or personal information request](#).

To make a request for information online, access the [Access to Information and Personal Information Online Request Service](#).

To make a request for information under the *Access to Information Act* or the *Privacy Act* by mail, mail your letter or completed [Access to Information Request Form \(Access to Information Act\)](#) or [Personal Information Request Form \(Privacy Act\)](#), along with any necessary documents to the following address:

Email: demande-acces@portquebec.ca

Mail : Sarah-Ève Pelletier
Access to Information and Privacy Coordinator
Québec Port Authority



150 Dalhousie St.
P.O. Box 80, Stn. Haute-Ville
Québec City, QC G1R 4M8

In accordance with the *Access to Information Act* and the *Privacy Act*, an area on the premises will be made available to review original materials on site if that is the applicant's preference (and it is practical to do so), or if it is not practical to create copies of the material.

You can also search for [Completed Access to Information Requests](#) for which the Quebec Port Authority has already provided responses , as this information may be more easily obtained.

The Port Authority conducts Privacy Impact Assessments (PIAs) to clearly define, assess, and minimize privacy impacts for its activities involving personal information that are not covered by standard personal information files. Currently, the Quebec Port Authority does not have any completed PIAs available for proactive disclosure.