

# Info Source

## Sources of Federal Government and Employee Information

### 2016

Port Alberni Port Authority

#### Table of Contents

##### Introduction to Info Source

##### General Information

- Background
- Responsibilities

##### Institutional Functions, Programs and Activities

- Terminal Operations Manager
- Property & Community Relations
- Internal Services
- Acquisition Services
- Communication Services
- Financial Management Services
- Human Resources Management Services
- Information Management Services
- Information Technology Services
- Legal Services
- Management and Oversight Services
- Materiel Services
- Real Property Services
- Travel and Other Administrative Services
- Classes of Personal Information
- Manuals

##### Additional Information

- Reading Room

## 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 Privacy Act are available centrally.

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

## **General Information**

### **Background**

The Port Alberni Port Authority was initially established in 1947 and as a Harbour Commission was governed by the Harbour Commission's Act of 1964. The Port Alberni Port Authority is a continuation of the Port Alberni Harbour Commission and was proclaimed July 1st, 1999 pursuant to the *Canada Marine Act*, which received Royal Assent on the 11th day of June 1998. The Port Alberni Port Authority reports to Parliament through the Minister of Transport, Infrastructure and Communities.

Port Alberni Harbour is one of the finest deep sea inland harbours on the North American Continent and is Canada's southern closest deep sea gateway port to the Pacific Rim. Vessels up to and including panamax size can easily navigate the Alberni Inlet.

In 2000, the Port Alberni Port Authority conducted a review of its practices that led to the development of a Port Authority Master Plan. The purpose of the plan was to provide a rational, long-term land and water use management policy and strategic plan for the Port Alberni Port Authority's area of jurisdiction; to maintain and ensure economic viability and stability of/for the Port Alberni Port Authority's operations yet positively addressing the requirements and needs of the Port Alberni Port Authority's customers and the community at large over a mid-level time frame.

### **Responsibilities**

The Port Alberni Port Authority is responsible for both the day-to-day operations of the harbour, and the long term development and improvement of the waterfront facilities, including recreational marinas and secondary industries to the extent that these activities are specified in the Port Alberni Port Authority Letters Patent. The Port Alberni Port Authority is committed to working with the Community towards economic diversification. The mission of the port is to facilitate profitable maritime trade and marine related tourism and industry by offering services and leadership that respect both the community and the environment.

The Port Alberni Port Authority is unique from any other Port Authority in that it does not contract out its terminal operations. Port Alberni Terminals is operable twenty-four hours per day, seven days a week as required. There are three deep-sea berths with a storage assembly area of seventeen acres. The terminal has historically handled lumber, pulp, newsprint, plywood and logs exports.

The Port Alberni Port Authority further manages over 100 leases and land exchange agreements. Property development roles and responsibilities of the Port Alberni Port Authority include the review and awareness of land development opportunities; to review and address property issues; and to administer the leasing, permitting and licensing of tenants and activities along the Crown portion of the Alberni Harbour.

# Institutional Functions, Programs and Activities

## Terminal Operations Manager

The Terminal Operations Manager is responsible for marine traffic management within the harbour limits; and enforcement of regulations as a port authority as well as emergency planning. The Terminal Operations are unique in that it operates twenty-four hours per day, seven days a week. Port Alberni Port Authority Terminals provide all the necessary shore services required for international and coastal trade, including Canada Customs and Immigration, shipping agents, stevedoring companies, tugs and shipyards.

### **TARIFFS CLASS OF RECORD**

**Description:** Information consisting of documents, reports and correspondence relating to the establishment of, and revision to, Tariffs set by the Port Alberni Port Authority (the "Port), which in turn governs the relationship between the Port and its users.

**Document Types:** Wharfage rates; berthage rates; harbour dues; carrier rates; and equipment rental rates; procedures, policies, statistical reports; meeting minutes; contracts; memoranda and correspondence.

**Record Number:** PAPA TFF 015

### **○ TERMINAL OPERATIONS PERSONAL INFORMATION BANK**

**Description:** This bank describes information that is used in facilitating the administration of shore services required for international and coastal trade, including shipping agents, stevedoring companies, and tugs and shipyards in accordance with the provisions of the Canada Marine Act and the Port Alberni Port Authority Letters Patent. The personal information may include name, contact information, citizenship status, other identification numbers and vessel and carrier license numbers.

**Note:** Port Alberni Port Authority may share personal information with the Canada Border Services Agency (CBSA), who is responsible for the security at all Canadian ports of entry. The CBSA, upon notification from the Port Alberni Port Authority, occupies the Port, and collects personal information for enforcement and security purposes, in respect of their mandate.

**Class of Individuals:** General public, (shipping, vessel and carrier contractors), (shipping agents).

**Purpose:** The personal information is used to administer the harbour master and terminal operations activity in order to ensure that all necessary services be properly coordinated to facilitate the loading of cargos and passage of vessels. Personal information is collected pursuant to the Canada Marine Act; the Port Alberni Port Authority Letters Patent; Port Authorities Management Regulations; and Port Authorities Operating Regulations.

**Consistent Uses:** The information may be used or disclosed for the following purposes: enforcement and safety. There are no new consistent uses. Aggregate information may be shared with Transport Canada; aggregate information may be shared with an auditor for mandatory annual audits. Other: Information is used or disclosed for mandatory auditing purposes.

**Retention and Disposal Standards:** Records are retained for ten years and then transferred to Library and Archives Canada.

**RDA Number:** Under development

**Related Class of Record Number:** PAPA TFF 015

**TBS Registration:** 20110293

**Bank Number:** PAPA PPU 015

## Property and Community Relations

The responsibilities of the Property and Community Relations are to review and maintain awareness of land development opportunities. It is responsible to review and address property issues; and to administer the leasing, permitting and licensing of tenants and activities along the Crown portion of Alberni Harbour. The Property and Community Relations manage over 100 lease and land exchange agreements, which generate upwards of \$500,000 in annual revenues. It manages foreshore leases on behalf of the Federal Crown and Province of British Columbia. The Port Authority's primary log storage leasees include forestry sector corporations such as Western Forest Products and Island Timberlands, and Catalyst Paper. On the uplands fronting the Federal portion of the harbour, the Property and Community Relations branch leases land and/or facilities to a variety of marine related businesses. In addition to property management, the Property and Community Relations is responsible for creating and implementing a Community Relations Strategy to support the Port in better communicating the highlights of its operations and initiatives to the public and to expand and diversify its business while fulfilling its operational mandate.

### **PROPERTY AND COMMUNITY RELATIONS CLASS OF RECORDS**

**Description:** Information consisting of documents, reports and correspondence relating to the development of land, and property issues along the Crown portion of Alberni Harbour, as well as community relations strategies and correspondence to the public relating to program operations and initiatives.

**Document types:** Information consisting of land development proposals, lease agreements, licenses, plans, procedures, policies, financial reports, budgets, statistical reports, community relations reports, and strategies.

Record Number: PAPA PRO 020

#### ○ **PROPERTY SERVICES PERSONAL INFORMATION BANK**

**Description:** Information is held on the property that is managed by the Authority and tenants.

**Class of Individuals:** General public.

**Purpose:** These files document property transactions between Her Majesty, Port Alberni Port Authority and general public such as leases, agreement, sale, exchange or purchase of lands.

**Consistent Uses:** The information in these files is used to document the decision process in property matters.

**Retention and Disposal Standards:** Records are retained for an indeterminate period.

**RDA Number:** Under development

**Related Record Number:** PAPA PRO 020

**TBS Registration:** 005031

**Bank Number:** PAPA PPU 015

## 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](#)
- [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](#)
  - [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](#)
  - [Employee Performance Management Program 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](#)

## **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](#)

## 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](#)
- [Executive Services Class of Record](#)
  - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
- [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](#)
- [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](#)
- [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](#)
  - [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](#)

## Classes of Personal Information

In the course of conducting the programs and activities of Port Alberni Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files where records are not normally retrieved by name of the individual or other personal identifiers.

Personal information is normally retrievable only if specifics are provided concerning the subject matter, the related program activity, and the approximate date on which Port Alberni Port Authority would have received the information. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

## Manuals

- Emergency Procedures Manual

## Additional Information

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult Port Alberni Port Authority's completed Access to Information (ATI) summaries and open data (where applicable) [here](#). To make an informal request, contact:

Dianna Stubbs  
 Access to Information & Privacy Coordinator  
 Telephone: 250-723-5312  
 Facsimile: 250-723-1114  
 E-mail: [dstubbs@alberniport.ca](mailto:dstubbs@alberniport.ca)

Port Alberni 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 (if any) are available [here](#).

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*) to the following address:

Port Alberni Port Authority  
Access to Information and Privacy Coordinator  
2750 Harbour Road  
Port Alberni, British Columbia  
V9Y 7X2

Please note: Each request made to the Port Alberni 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 Port Alberni Port Authority.

For additional information about the programs and activities of the Port Alberni Port Authority, please contact:

2750 Harbour Road  
Port Alberni, British Columbia V9Y 7X2

Telephone: 250-723-5312  
Facsimile: 250-723-1114  
E-mail: [dstubbs@alberniport.ca](mailto:dstubbs@alberniport.ca)  
Website: [www.portalberniportauthority.ca](http://www.portalberniportauthority.ca)

## **Reading Room**

In accordance with *the Access to Information Act*, and *Privacy Act*, an area on the premises will be made available should you wish to review materials on site. The address is:

2750 Harbour Road  
Port Alberni, British Columbia V9Y 7X2