

# Info Source

## Sources of Federal Government and Employee Information 2018

Thunder Bay Port Authority

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### General Information

#### Introduction

*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

## **Background**

The Thunder Bay Port Authority, formerly the Thunder Bay Harbour Commission and the Lakehead Harbour Commission is the organization responsible for the federal interests at the Port of Thunder Bay. The Port Authority was created by the Canada Marine Act of 1997 and officially received its Letters Patent July 1, 1999. Thunder Bay Port Authority reports to Parliament through the Minister of Transport.

## **Responsibilities**

The Port Authority is empowered to administer, regulate, develop and promote the Port of Thunder Bay as provided in its Letters Patent. The following responsibilities are undertaken by the Port Authority within its Engineering and Operations program activity: Monitoring of shipping activity within the Port of Thunder Bay and collection of fees as provided in the Port Authority's By-Laws; Development and leasing of lands and waterlots for the purposes set out in its Letters Patent; Operating Keefer Terminal, a multi-modal transportation and warehousing facility; Undertaking research and development related to port activities; Coordinating marine transportation security in consultation with the Port Security Committee; and promotion of the port and its public and private facilities and advocacy on behalf of marine interests.

The Canada Marine Act describes the corporate governance structure. The Act provides that a Chief Executive Officer must be in place and such other officials as may be required by the Directors may be retained.

## **Institutional Functions, Programs and Activities**

### **ENGINEERING AND OPERATIONS**

Engineering & Operations responsibilities include harbour management, port security, emergency planning, engineering services, land development & administration, capital works projects, maintenance, marketing and business development, community relations, port tariffs and port cargo statistics.

### **Commercial Port Activity**

**Description:** Information relating to port cargo statistics and commercial port activity  
Thunder Bay

**Document Types:** Inward-Outward forms, statistics and projections for: grain cargo; dry bulk cargo; liquid bulk cargo; and general cargo

**Record Number:** TBPA COM 035

### **Engineering Services**

**Description:** Information relating to the planning, designing, construction and maintenance of the Thunder Bay Port Authority's facilities.

**Document Types:** Plans, drawings, maintenance programs, quotations, construction supervision, dredging, tenders, inspections, progress reports and payments.

**Record Number:** TBPA ENG 015

### **Properties and Agreements**

**Description:** Information relating to the administration of properties, leases and agreements, and property purchases and sales

**Document Types:** Lease agreements, title information, insurance documents, appraisals, purchases and sales

**Record Number:** TBPA PRO 040

- **Property Services**

**Description:** This bank contains information on tenants of Port Authority properties.

**Class of Individuals:** General Public.

**Purpose:** This bank is to document property transactions between the Port Authority and the public.

**Consistent Uses:** The use of this bank is to document the decision process in property matters.

**Retention and Disposal Standards:** Information in this bank is retained as long as the Port Authority and the individuals involved are involved in a business relationship and then transferred to Library and Archives Canada for selective retention. Records not retained are destroyed.

**RDA Number:** 2002/001

**Related Record Number:** TBPA PRO 040

**TBS Registration:** 004406

**Bank Number:** TBPA PPU 005

### **Harbour Navigation, Safety and Security**

**Description:** Information relating to navigable channels within the harbour, vessel traffic, vessels, port safety and security, emergency planning, dredging operations, environmental activities and status, permits, and marine operations.

**Document Types:** Harbour Activities, Harbour Practices and Procedures, Operations Regulations, Notices to Shipping, Marine Emergency Plan, Keefer Terminal Security Plan.

**Record Number:** TBPA HAR 020

### **Marketing**

**Description:** Information relating to business development, media relations, press releases, advertising, promotional events, community relations, market projections, market research, analysis of competitive options and various studies relative to commodity and cargo movements.

**Document Types:** Media clippings, advertisements, brochures, corporate identity files,

seminar literature, market studies, newspaper articles and scholarly articles.

**Record Number:** TBPA MAR 025

### **Tariffs**

**Description:** Various Port Tariffs as established by Orders in Council.

**Document Types:** Wharfage rates, berthage rates; harbour dues.

**Record Number:** TBPA TAR 030

## **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: 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](#)

### **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](#)

### **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](#)

## **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.

- [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](#)
- [Human Resources Planning Class of Record](#)
- [Labour Relations Class of Record](#)
- [Occupational Health and Safety Class of Record](#)
- [Official Languages Class of Record](#)
  - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
  - [Performance Management Reviews Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
  - [Employee Personnel Record Personal Information Bank](#)
  - [Staffing 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.

- [Executive Services 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](#)

## **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](#)

## **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.

- [Boards, Committees and Council Class of Record](#)
  - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Security Class of Record](#)
- [Travel Class of Record](#)
  - [Travel Personal Information Bank](#)

## Manuals

- Operating by-laws
- Operations Regulations - Thunder Bay Edition
- TBPA Harbour Practices and Procedures

## Additional Information

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

Corporate Secretary  
100 Main Street  
Thunder Bay, Ontario P7B 6R9

Telephone: 807-345-6400  
Facsimile: 807-345-9058  
Email: [tbport@tbaytel.net](mailto:tbport@tbaytel.net)  
Website: [www.portofthunderbay.ca](http://www.portofthunderbay.ca)

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:

Corporate Secretary  
100 Main Street  
Thunder Bay, Ontario P7B 6R9

Telephone: 807-345-6400  
Facsimile: 807-345-9058  
Email: [tbport@tbaytel.net](mailto:tbport@tbaytel.net)  
Website: [www.portofthunderbay.ca](http://www.portofthunderbay.ca)

## **Reading Room**

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

100 Main Street  
Thunder Bay, Ontario