

INFO SOURCE

Sources of Federal Government and Employee Information

Prince Rupert Port Authority

1. GENERAL INFORMATION

Background

The Prince Rupert Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities on the 1st day of May 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act. As a consequential amendment, the Port Authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

The Canada Marine Act created 18 Port Authorities with their own Letters Patent and is responsible to Parliament through Transport Canada.

The Port of Prince Rupert, located on the northwest coast of British Columbia (BC) some 800 kilometers north of Vancouver, BC, is considered to be Canada's marine gateway to Asia. As the railhead on the west coast of North America, the Port of Prince Rupert is directly linked to the North American heartland by road, rail and air.

Responsibilities

The role of the Prince Rupert Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Prince Rupert, provided facilities, services and technologies that are competitive, safe, commercially viable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

2. INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

Board of Directors

Three levels of government, Federal, Provincial and Municipal, each appoint an individual to the Prince Rupert Port Authority Board of Directors. The Federal Transport Minister, on the recommendation of the port users, appoints the four other directors. The Board elects a Chairperson from among their number.

President and Chief Executive Officer

The President and Chief Executive Officer of the Prince Rupert Port Authority is the Head of the Institution of the purposes of the Access to Information Act and exercises all the powers and responsibilities pertaining to this function under the Act in question.

Finance and Administration

This Division consists of Finance, Accounting, General and Property Administration, Information Services and Human Resources.

Marketing and Business Development

This Division consists of Business Development, Marketing and Public Affairs.

Project Development

This Division consists of Engineering, Technical Support, Maintenance, Facilities and Property Planning.

Operations and Security

This Division consists of Harbour Operations, Security, Environmental Services and Statistics.

Commercial and Regulatory Affairs

This Division consists of Legal and Commercial Property Management and Regulatory Compliance.

Information Holdings

Cargo Handling

Description: Information relating to all aspects of Cargo Handling-storage, transfer, cargo, commodities, transportation, and other related subjects.

Document Types: Bulk cargo; break bulk cargo; liquid bulk and general cargo.

Record Number: PRPA CAR 010

Communication and Marketing

Description: Information relating to media relations, press releases, client relations, marketing analysis, advertising, promotional events, and community relations.

Document Types: Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events.

Record Number: PRPA CAM 020

Engineering

Description: Information relating to building management, maintenance of facilities and structures, projects design and construction.

Document Types: Dredging and filling; hydographics; inspection; railways; roads; specifications and standards.

Record Number: PRPA ENG 030

Environmental Services

Description: Information relating to environmental assessment reports, issues and projects.

Document Types: Environmental issues.

Record Number: PRPA ENV 040

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, and related subjects.

Document Types: Development projects; inventory; operations; security and integrity; standards; support.

Record Number: PRPA ING 060

Legal and Corporate Secretarial

Description: Information relating to agreements and contracts, act and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members.

Document Types: Submissions; jurisdictions; trademarks; legislation.

Record Number: PRPA LCS 070

Port Development

Description: Information relating to future planning and policy development, growth through capital projects and includes development projects and land use plans.

Document Types: Land acquisition and disposition; municipal and regional land use; permits.

Record Number: PRPA DEV 080

Properties

Description: Information relating to the administration of Authority Properties, property leases, licences, easements, acquisitions and disposals of property, and title searches.

Document Types: Payment in lieu of taxes; title information; insurance; appraisals; casual use; commercial leases and agreements; recreational leases & agreements.

Record Number: PRPA PRO 090

Security

Description: Information relating to investigations, security systems, and liaisons.

Document Types: Security service; terminal security; investigation and incident summaries.

Record Number: PRPA SEC 100

Terminal Operations

Description: Information relating to cargo and cruise ship operations.

Document Types: Canada Customs; cargo terminals; cruise terminals; operators.

Record Number: PRPA TOP110

Internal Services

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligation of an organization. These groups are: Management and Oversight Services; Communications Services; Information Management Services; Information Technology Services; Real Property Services; Material 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.

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

Financial Management

Financial Management Services involve activities undertaken to ensure that prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management

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
 - Staffing
- Compensation and Benefits
 - Attendance and Leave
 - Pay and Benefits
- Employment Equity and Diversity
 - Employment Equity and Diversity
- Labour Relations
 - Discipline
 - Grievances
 - Harassment
 - Values and Ethics Code for the Public Service
- Occupational Health and Safety
 - Employee Assistance
 - Harassment
 - Occupational Health and Safety
- Official Languages
 - Official Languages
- Performance Management Reviews
 - Discipline
 - Performance Management Reviews
- Recruitment and Staffing
 - Employee Personnel Record
 - Staffing
 - Values and Ethics Code for the Public Service
- Relocation
 - Relocation
- Training and Development

Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among service 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.

- Executive Services
- Internal Audit and Evaluation

Travel and Other Administrative Services

Travel and Other Administrative Services include Government of Canada (GC) travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Access to Information and Privacy
 - Access to Information and Privacy
- Proactive Disclosure
 - Travel
- Security
 - Identification and Building-Pass Cards
- Travel
 - Travel

Manuals

- Canadian Payroll Manual
- Canadian Port Authorities Pension Plan Manual
- Emergency Plan
- Financial Management Policies and Guidelines
- Land Use Management
- Official Languages
- Practices and Procedures for Prince Rupert Harbour

3. ADDITIONAL INFORMATION

Please see the Introduction to this publication for information on access procedures under the provision of the Access to Information Act and the Privacy Act.

Please note: Each request made to the Prince Rupert 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 Prince Rupert Port Authority.

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

215 Cow Bay Road, Suite 200
Prince Rupert, British Columbia V8J 1A2
Telephone: 250-627-8899
Facsimile: 250-627-8980
Internet: www.rupertport.com

Reading Room

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

215 Cow Bay Road, Suite 200
Prince Rupert, British Columbia