

Info Source

Sources of Federal Government and Employee Information 2017

Vancouver Fraser Port Authority

Table of Contents

[Introduction to *Info Source*](#)

[General Information](#)

[Background](#)

[Responsibilities](#)

[Institutional Functions, Programs and Activities](#)

[Internal Services](#)

[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

In 1998 the [Canada Marine Act](#) created 18 Port Authorities with their own specific Letters Patent who are responsible to Parliament through the Minister of Transport (MOT).

In 2007 the Fraser River Port Authority, North Fraser Port Authority and Vancouver Port Authority's Boards of Directors requested that the MOT initiate the process for the amalgamation of the three port authorities. On the recommendation of the MOT, the Governor in Council issued a Certificate of Intent to amalgamate the port authorities to continue as one port authority to be named the Vancouver Fraser Port Authority (VFPA). Subsequently a Certificate of Amalgamation was issued on December 6, 2007. The effective date for amalgamation took place on January 1, 2008.

Responsibilities

The mandate of VFPA is to responsibly facilitate Canada's trade through the Port of Vancouver, the country's largest port. Accountable to the MOT, we manage federal lands, water and assets along hundreds of kilometres of shoreline, bordering 16 municipalities and intersecting the asserted and established traditional territories and treaty lands of several Coast Salish Peoples. Guided by a vision for a sustainable port, we work for the benefit of all Canadians.

VFPA is managed by an eleven member board of directors, appointed as follows: the Governor in Council appoints one individual nominated by the MOT; the municipalities of Belcarra, Burnaby, Coquitlam, Delta, Langley (Township), Maple Ridge, New Westminister, North Vancouver (City), North Vancouver (District), Pitt Meadows, Port Coquitlam, Port Moody, Richmond, Surrey, Vancouver and West Vancouver jointly appoint one individual; the province of British Columbia appoints one individual; the provinces of Alberta, Saskatchewan and Manitoba jointly appoint one individual; and the Governor in Council appoints seven individuals nominated by the MOT in consultation with the Nominating Committee. The Board of Directors appoints a Chief Executive Officer ("CEO"), who is not a member of the Board.

The offices of VFPA are located at Canada Place beneath the iconic five sails. The CEO is responsible for managing VFPA, developing strategic directions for business development and providing leadership to the port staff. The office of the CEO is also responsible for the development and implementation of organization wide policies and procedures.

Institutional Functions, Programs and Activities

[Business Intelligence \(Cargo and Terminals\)](#)

VFPA is Canada's largest port, and the most diversified port in North America. VFPA offers 27 major marine cargo terminals, three Class 1 railroads and a regional short line railroad, and provides a full range of facilities and services to move cargo across five business sectors to the international and domestic shipping community.

Business Intelligence

Description: Information relating to storage, transfer, cargo commodities, transportation, and related subjects.

Document Types: Statistical reports, memoranda, studies, forecasts, adhoc reports.

Record Number: PMV BUI 005

Environmental Programs

The VFPA's environmental programs include environmental management of all port operations and mitigation of environmental impacts related to development and expansion proposals. Our environmental programs work to minimize impacts of port operations as well as enhance the surrounding environment.

Environmental Programs

Description: Includes information relating to environmental assessment findings, air, land, water and habitat initiatives, issues, checklists, and projects.

Document Types: Audits, assessments, policies and procedures.

Record Number: PMV ENS 020

Planning and Development

To effectively manage development, VFPA administers a Project Review Process that involves both a Planning Review and an Environmental Assessment Procedure. The Project Review Process applies to all development activities on land, water and air space administered by VFPA including all property leased or licensed to other parties.

Projects and Planning

Description: Information relating to VFPA growth through capitalization, future planning, and overall policy development.

Document Types: Land use plans, project permits, building permits, presentations, reports and studies.

Record Number: PMV PLD 040

Marine Operations

VFPA's operations encompasses both marine and land operations. Marine operations includes the movement, navigation and berthing of vessels using the port and harbour, to ensure safety and compliance with by-laws and regulations. Land operations includes working with terminals and facilities, shipping lines, trucking companies and rail service providers. VFPA is committed to the efficient and reliable movement of goods and passengers through the port while integrating environmental, social and economic sustainability initiatives into all areas of port operations. By strengthening our

partnerships and encouraging innovation, we can improve the port's performance in a sustainable way.

Operations

Description: Information relating to traffic, vessels, safety, business resilience, dredging activities, cargo and terminal operations, pollution, and related subjects.

Document Types: Permits, incident reports; patrol boat logs, memoranda, charts, checklists, statistical reports, regulations.

Record Number: PMV OPR 025

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, 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.

Acquisition Services

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](#)

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](#)

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](#)
- [Employment Equity and Diversity Class of Record](#)
 - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Record](#)
 - [Hospitality Personal Information Bank](#)
- [Labour Relations Class of Record](#)
 - [Discipline Personal Information Bank](#)
 - [Grievances Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Values and Ethics Code for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Occupational Health and Safety Class of Record](#)
 - [Occupational Health and Safety 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 Assistance Personal Information Bank](#)
 - [Employee Personnel Record Personal Information Bank](#)
 - [Staffing Personal Information Bank](#)
 - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct 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 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](#)
 - [Electronic Network Monitoring Logs Personal Information Bank](#)

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](#)
- Litigation Files – TBS registration number 004275 - PMV PPU 020

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

Material Services

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](#)

Real Property Management

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

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 Councils Class of Records](#)
 - [Governor in Council Appointments Personal Information Bank](#)
 - [Members of Boards, Committees and Councils Personal Information Banks](#)
- [Business Continuity Planning Class of Record](#)
 - [Business Continuity Planning Person Information Bank](#)
- [Disclosure to Investigative Bodies Class of Record](#)
 - [Disclosure to Investigative Bodies Personal Information Bank](#)

- [Security Class of Record](#)
 - [Identification Cards and Access Badges 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 VFPA, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, 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 individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Emergency Planning Manual
- [Port Information Guide](#)

Additional Information

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

VFPA 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](#) are available.

Please see the Introduction to this publication for information on 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.

Each request made to VFPA under the *Access to Information Act* must be accompanied by an application fee of \$5.00, made payable to the Vancouver Fraser Port Authority. In

order to ensure confidentiality, please address your Access to Information request or [Access to Information Request Form](#) or Privacy request or [Personal Information Request Form](#) to:

Wendy Petruk

Legal Assistant and Access to Information and Privacy (ATIP) Coordinator

Vancouver Fraser Port Authority

100 The Pointe, 999 Canada Place

Vancouver, British Columbia V6C 3T4

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

Communications and Government Affairs

Vancouver Fraser Port Authority

100 The Pointe, 999 Canada Place

Vancouver, British Columbia V6C 3T4

Telephone: 604-665-9066

Facsimile: 1-866-284-4271

Reading Room

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

Vancouver Fraser Port Authority

100 The Pointe, 999 Canada Place

Vancouver, British Columbia