

INFO SOURCE

Sources of Federal Government and Employee Information Windsor Port Authority - 2018

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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 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.

GENERAL INFORMATION

BACKGROUND

The Windsor Port Authority (WPA) 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 Windsor on July 1, 1999. The Windsor Port Authority reports to [Parliament](#) through the [Minister of Transport](#).

RESPONSIBILITIES

The Windsor Port Authority will manage, develop and promote the Port of Windsor to fulfill its mandate as a Federal Agency incorporated under the provisions of the [Canada Marine Act](#), while supporting established standards of safety, security and environmental stewardship. The Windsor Port Authority is a permitting agent for aquatic events and environmental assessments and tracks [Statistics](#) of commodities that travel in and out of the port.

INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

Windsor Port Authority administers Federal lands and water lots along the Detroit River. Shipping activity within the Port of Windsor is monitored, and fees are collected, as provided in the [Port Authority's By-Laws](#). Windsor Port Authority is a landlord port; the terminals are either independently owned and operated or leased. There are fourteen terminals in the Port actively moving goods by water and an additional five possess handling capability.

PORT ADMINISTRATION

The goal of this program is to effectively administer federal lands, water lots and terminals under the jurisdiction of the Windsor Port Authority, and to monitor shipping activity, while supporting established standards of safety, security and environmental stewardship.

PORT MANAGEMENT

This sub-activity is aimed at ensuring the efficient management and administration of the Port of Windsor.

Cargo Handling

Description: Information relating to arrival and departure of ships, inward/outward reports, fees such as cargo dues, harbour dues, wharfage etc., and statistics relating to commodities and ships.

Document Types: [Inward/Outward](#) manifest, traffic control reports, by-laws, statistics, invoices, client profiles.

Record Number: WPA CAR 100

Properties

Description: Information relating to the administration of Authority Properties, property leases, licences of occupation, title searches, easements, appraisals, land use plan.

Document Types: Applications, contracts, insurance coverages, project plans, surveys, appraisals, legal opinions, and correspondence.

Record Number: WPA PRO 600

Leases and Licenses of Occupation

Description: This bank describes information about individuals who lease or obtain a licence for land or water lot rights (land that is underwater, at the water's edge) from the Windsor Port Authority and may include the individuals' names, addresses and phone, fax and cell phone numbers, as provided. May also contain financial reference checks, including bank names and account numbers and insurance policy coverage.

Class of Individuals: Individuals who lease land, water lots, or rights from the Windsor Port Authority, as well as representatives of their respective insurance companies and named insurance beneficiaries (if applicable).

Purpose: This information is used to administer the leasing activity, including contact information for lease agreement renewals, lease preparations, and other correspondence including any resulting insurance claim activity.

Consistent Uses: This information may be used in the preparation of statistical, revenue, forecasting and Management reporting.

Retention and Disposal Standards: The information is retained until five years after supersession.

RDA Number: 2002/001

Related Record Number: WPA PRO 600

TBS Registration: 008606

Record Number: WPA PPU 250

Marina Operations

Description: Information relating to the operations and rental of boat wells at Riverside Marina.

Document Types: Customer files/correspondence, contracts, insurance certificates, statistics, invoices and sales receipts.

Record Number: WPA MAR 950

Rental of Boat Wells from Marina

Description: This bank describes information about individuals who rent boat wells from the [Riverside Marina](#), and may include the individuals' names, addresses, phone numbers, as well as boat descriptions and insurance company names, name of boat and Vehicle Information Number (VIN), contacts and insurance policy coverage. May also include financial information such as bank names and account numbers, credit card information.

Class of Individuals: Individuals that apply for and/or rent Windsor Port Authority (WPA) boat wells, as well as representatives of their respective insurance companies, and named insurance beneficiaries (if applicable).

Purpose: This information is used to administer the provision of rentals at WPA-managed properties, document invoices and potential insurance claims. This information is also used for annual billings and to contact owners at renewal time.

Consistent Uses: This information may be used in the preparation of statistical, revenue, forecasting and Management reporting.

Retention and Disposal Standards: Records are retained for 6 years from the end of the season and then destroyed.

RDA Number: 2002/001

Related Record Number: WPA MAR 950

TBS Registration: 008607

Record Number: WPA PPU 300

PUBLIC COMMUNICATION AND SECURITY

Description: Information relating to media relations, press releases, marketing studies, advertising, promotional events and public relations. Information relating to Security systems, risk assessments, port and facility Security assessments and plans, patrol checks, International Marine Organization (IMO) guidelines.

Document Types: Information publications, statistics, and brochures. Legislation regulations and guidelines, security plans and assessments.

Record Number: WPA COM 200

TBS Registration: 007926

Record Number: WPA PSU 914

PORT DEVELOPMENT AND PROMOTION

Description: Information relating to permitting for commercial and residential construction and insurance coverage within the Port of Windsor, aquatic events.

Purpose: The objective of this sub-activity is to develop and promote the Port of Windsor while ensuring compliance with federal environmental legislation. The Windsor Port Authority is a permitting agent for aquatic events and environmental assessments. It gathers statistics on commodities travelling in and out of the port.

Document Types: Application forms, surveys, client requests.

Record Number: WPA APP 900

AQUATIC EVENTS

Description: This bank describes information relative to individuals or groups hosting “on water events”, and the personal information collected may include individuals’ names, addresses, phone numbers, fax numbers, email addresses and permit numbers. May also include the names of insurance companies, representatives, policy numbers and proof of insurance.

Class of Individuals: Individuals applying for permits to hold “On Water” or other special Aquatic Events, as well as representatives of insurance companies and named insurance beneficiaries (if applicable).

Purpose: This information is used to manage the aquatic permit process, including any resulting insurance claim activity.

Consistent Uses: This information is used in the preparation of statistical, revenue, forecasting and management reporting. Information may be shared with law enforcement agencies in the event of a police investigation.

Retention and Disposal Standards: Records are retained for 6 years from the conclusion of the event and then destroyed.

RDA Number: 2002/001

Related Record Number: WPA APP 900

TBS Registration: 008605

Record Number: WPA PPU 350

ENGINEERING

Description: Information relating to buildings, equipment, vehicles, maintenance of facilities and structures, project designs and reference plans.

Document Types: Project plans, surveys, appraisals, statement of works, maintenance schedules.

Record Number: WPA ENG 300

ENVIRONMENTAL SERVICES

Description: Information relating to environmental assessments, issues, public inquiries and projects.

Document Types: Application forms, statement of works, proposals, evaluation criteria, procedures, project plans, statement of decisions.

Record Number: WPA ENV 400

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: [Acquisitions](#);

Communications Services; Financial Management; Human Resources Management; Information Management; Information Technology; Legal Services; Management and Oversight Services; Material; Real Property; 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

Communication 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 and external-receives government information, and that the views and concerns of the public are taken into account in 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 regulations, policies, and/or 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

Labour Relations Class of Record

- Discipline 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

- Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank

Performance Management Reviews Class of Record

- Discipline 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](#)

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 Personal Information Bank](#)

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, and/or plans.

[Executive Services Class of Record](#)

- [Executive Correspondence Personal Information Bank](#)

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](#)

TRAVEL AND OTHER ADMINISTRATIVE SERVICES

Travel and Other Administrative Services include Government of Canada (GC) travel services, as well as 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](#)

- [Governor in Council Appointments Personal Information Bank](#)
- [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Disclosure to Investigative Bodies Class of Record](#)
- [Disclosure to Investigative Bodies Personal Information Bank Security Class of Record](#)
- [Personnel Security Screening 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 the Windsor 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: 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 period for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

MANUALS

- Port Authority Operation Regulation Manual
- Port Emergency Response Plan

ADDITIONAL INFORMATION

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

Windsor Port Authority
3190 Sandwich Street
Windsor, Ontario N9C 1A6

Telephone: 519-258-5741
Facsimile: 519-258-5905
E-mail: wpa@portwindsor.com
Internet: www.portwindsor.com

Windsor 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.

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:

Windsor Port Authority
3190 Sandwich Street
Windsor, Ontario N9C 1A6

Please note: Each request made to Windsor 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 Windsor Port Authority.

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:

Windsor Port Authority
3190 Sandwich Street
Windsor, Ontario N9C 1A6