

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 Halifax Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the *Canada Marine Act*. Therefore, the Halifax Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the *Canada Marine Act*.

The Port of Halifax is a major contributor to the economy of Nova Scotia and is a national asset connecting importers and exporters with global markets.

The Halifax Port Authority is governed by a Board of Directors, and reports to Parliament through the Minister of Transport.

Additional information related to the Port, its history, and mandate can be found [here](#).

Responsibilities

The Halifax Port Authority is responsible for the development, marketing and management of its assets in order to foster and promote trade and transportation. The Halifax Port Authority's mission is to lead in the development of the Port of Halifax, serving as a catalyst for the local, regional and national economies.

The Halifax Port Authority takes a leadership role in developing business for the Port of Halifax in collaboration with its partners and in its responsibility to manage the Port's assets.

The Halifax Port Authority's vision is in making connections happen that attract and retain cargo and cruise activity to the Port which delivers economic benefits to the community and region.

INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

COMMERCIAL OPERATIONS

The Halifax Port Authority Commercial Operations plays a crucial role in establishing and sustaining the Port's reputation based on its mission and in ensuring that the Port remains an important leader in the development, marketing and management of trade and transportation, commitment to sustainable development, and role as economic development agent for the local, regional, and national economy.

PORT OPERATIONS

Pursuant to the *Canada Marine Act*, and Schedule "A" and "B" of its Letters Patent, Port Operations is responsible for performing all activities related to the operations of the Port.

Administration of Tariffs, Fees and Permits

Description: Files include information related to the development, implementation, and prescription of fees in accordance with the Port's Letters Patent pursuant to the *Canada Marine Act*.

Document types: Harbour dues; berthage, anchorage and wharfage descriptions and fees; dangerous goods descriptions and fees; water service fees, mobile ramp fees; in transit passenger fees; embarking/disembarking passenger fees; property rental/lease rates, remittals, notices and procedures, policies, statistical reports; meeting minutes; contracts; memoranda and correspondence.

Record Number: HPA TRA 720

Cargo Management

Description: Files include information relating to cargo management within the Port's terminals (transportation of merchandise and passenger); fuelling services, pilotage services; stevedoring and waste services.

Document types: Navigation descriptions, fees and rates, licenses, plans, procedures, policies, financial reports, budgets, statistical reports, forecasts, and strategies.

Record Number: HPA TRA 744

Cruise Industry Coordination

Description: Records include information related to the arrival and disembarkment of cruise ship passengers and other visitors to the Port that contribute to the tourist trade throughout the region. The Port is active in promoting the local culture and regional attractions to visiting tourists.

Document types: passenger manifests, including information on Canada Customs and Immigration; port services (seaport, washrooms, food, tours, information, etc.), advertisements, brochures, posters, press releases, performance reporting documents, planning documents, design briefs, photos and illustrations, project briefs, artwork files, budget documents, presentations, market research reports, promotional material, invoices, contracts, statistics, policies, procedures.

Record Number: HPA TRA 776

Real Estate Development

Description: Records may include information relating to properties owned and managed by the Port, including the development, rental and/or lease of these properties.

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

Record Number: HPA RPR 474

Properties

– Bank number: HPA PPU 020

Description: This bank contains information on owners or tenants of Properties.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions between the Authority and the general public such as leases, licenses, sale, exchange or purchase of land.

Consistent Uses: This information is used for accounting purposes.

Retention and Disposal Standards: Records are then retained for two years after the lease expires and then destroyed.

RDA Number: 2001/002

Related Record Number: HPA RPR 474, HPA RPR 492, HPA RPR 493

TBS Registration: 004298

Bank Number: HPA PPU 020

Halifax Seaport

Description: Files include information relating to the coordination and contribution to tenants, customers and stakeholders in support of the Port's cruise business and the broader community.

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

Record Number: HPA RPR 492

Properties

– Bank number: HPA PPU 020

Description: This bank contains information on owners or tenants of Properties.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions between the Authority and the general public such as leases, licenses, sale, exchange or purchase of land.

Consistent Uses: This information is used for accounting purposes.

Retention and Disposal Standards: Records are then retained for two years after the lease expires and then destroyed.

RDA Number: 2001/002

Related Record Number: HPA RPR 474, HPA RPR 492, HPA RPR 493

TBS Registration: 004298

Bank Number: HPA PPU 020

Farmers' Market

Description: Files include information relating to the management and administration of the Halifax Seaport Farmers' Market.

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

Record Number: HPA RPR 493

Properties

– Bank number: HPA PPU 020

Description: This bank contains information on owners or tenants of Properties.

Class of Individuals: General public.

Purpose: This bank is used to document property transactions between the Authority and the general public such as leases, licenses, sale, exchange or purchase of land.

Consistent Uses: This information is used for accounting purposes.

Retention and Disposal Standards: Records are then retained for two years after the lease expires and then destroyed.

RDA Number: 2001/002

Related Record Number: HPA RPR 474, HPA RPR 492, HPA RPR 493

TBS Registration: 004298

Bank Number: HPA PPU 020

| PORT INFRASTRUCTURE

The Halifax Port Authority's Infrastructure Department is responsible for the Port's redevelopment plans of existing infrastructure at Ocean terminals, managing the HPA property holdings at the engineering level, production, maintenance and upgrades to all HPA properties and for monitoring the capital projects located on Port property.

Infrastructure

Description: Records include information on the planning, management, development, production, maintenance and upgrade to various essential infrastructure including, transportation, tourism, recreation, industrial (including defence), and economic development of the Port's properties and lands, regulatory compliance and community relations.

Document types: contract files and related correspondence, award criteria, guidelines, regulations, approval requirements, statements of work, Requests for Proposal, solicitation or tender documents, monitoring and inspection reports, invoices, payment requisitions, evaluation and quality control reports, standing offers, supply arrangements, purchase requisitions, reports, quotes, research, plans, submissions, progress reports, and payments.

Record Number: HPA RPR 420

STAKEHOLDER RELATIONS

The Port's Stakeholder Relations is responsible for dealing with the Port's clients (terminal operators, agents, brokers, shippers, etc.) and stakeholders (federal/provincial/regional/international parties). Stakeholder Relations handles information relating to the Port's growth through capitalization, future planning, and overall development of the Halifax Port Authority.

Joint Business Development and Partnerships

Description: Files include information related to market research, new projects and opportunities aimed to maintain and create new partnerships with federal, provincial, regional, and international stakeholders that offer effective support for the achievement of local, regional and national social and economic objectives.

Document types: market research and testing, memoranda of understanding, correspondence with provincial and international partners, information on practices and operations, reports, budgets, plans, statistics, policies and procedures.

Record number: HPA ADM 190

Community Involvement and Investment

Description: Records relate to the Port's involvement and commitment to the regional and community quality of life and goals for economic growth. The Port supports a number of community events and causes specifically in the areas of direct Port-related activities, arts and culture, and the environment.

Document types: correspondence with regional/community organizations, memoranda of understanding, information on practices and operations, research, donation awards, receipts, reports, budgets, plans, statistics, policies, procedures, meeting minutes, agendas.

Record Number: HPA ADM 300

ENVIRONMENTAL STEWARDSHIP

The Port of Halifax's role in environmental stewardship is to ensure that compliance with environmental laws and regulations is upheld in the conduct of marine and land operations. The Port's environmental stewardship ensures that all steps are taken if or when an environmental incident occurs, and supervises the conduct of environmental assessments that are required before implementing new projects.

PROACTIVE PRESERVATION AND RESTORATION

The Port is actively involved in the preservation and restoration of the Port as well as the surrounding area. Initiatives include ecosystem enrichment projects, energy conservation and Green Marine initiatives, as well as the development of an environmental management system aimed at developing and preserving the Port, reducing environmental impact and increasing environmental protection efforts.

Special Environmental Programs

Description: Files relate to the Port's involvement in environmental projects such as the Shore Power Project; Ship to Shore Program; Harbour Solutions Project; Green Marine Initiative; Southend Container Terminal Lighting Project; Shareready Electric Vehicle Pilot Project; and the Berthing Improvement Project.

Document types: environmental reports, research, studies, standards, certifications, financial reports, budgets, plans, policies, procedures, correspondence, committee meeting minutes, agendas.

Record Number: HPA RPR 494

Environmental Management System

Description: Records relate to the development and implementation of the Port's Environmental Management System. This system manages the environmental aspects of the Port's activities and maintains an ISO 14001 certification for environmental stewardship since 2005.

Document types: plans, audits, reviews, reports, certifications, policies, objectives, targets, and procedures for defining, investigating, correcting and preventing non-conformity issues related to the Environmental Management System.

Record Number: HPA RPR 495

HARBOUR MASTER AND PORT SECURITY

Harbour Master and Port Security is responsible for marine traffic management within the limits; and enforcement of regulations as a port authority. The Authority's Terminals provide all the necessary shore services required for international and coastal trade, including Canada Customs and Immigration, shipping agents, stevedoring companies, and tugs.

HARBOUR AND PORT SECURITY

The Harbour and Port Security activities encompass marine security initiatives; Port Credentialing in relation to the production and issuance of passes for personnel and vehicles that enter the Port's premises; dangerous goods inspection in conjunction with Transport Canada for the inspection of sea containers registered as containing dangerous goods; and the North American Security Perimeter, Operation Safe Commerce Program which is an horizontal security initiative carried out in partnership with the U.S.A Department of Transportation.

Port Community Credentialing Program

Description: Records relate to the issuance of passes and security clearances for personnel and vehicles that have business with the Port such as employees, contractors, members of the Board, users, construction workers, etc. The activities of the program ensure the safety and security of people, cargo and infrastructure assets while facilitating the productive flow of commerce into, within and out of the Port-owned facilities.

Document types: badges, application and registration forms, badge revocations, company and individual information, policies, procedures, access controls (i.e. access to all or specific areas of the Port), correspondence, license numbers.

Record Number: HPA ADM 283

Marine Security Initiatives

Description: Records relate to partnerships with the Canada Boarder Security Agency, the Department of National Defence, the Royal Canadian Mounted Police, Transport Canada, Halifax Regional Police to ensure coordination in marine safety programs and initiatives.

Document types: legislation, regulations, codes, standards, forms, reports, statistics, policies, procedures, techniques, manuals, incident reports, safety information, emergency contact information, situation reports, operational plans, procedures relating to media requests for information.

Record Number: HPA ADM 284

North American Security Perimeter

Description: Files include information related to the North American Security Perimeter, Operation Safe Commerce Program, which is a horizontal security initiative carried out by the Port in partnership with the U.S.A. Department of Transportation.

Document types: legislation, regulations, codes, standards, reports, statistics, policies, procedures, techniques, manuals, safety information, emergency contact information, situation reports, operational plans, correspondence.

Record Number: HPA ADM 285

Dangerous Goods Container Inspection Program

Description: Records relate to the Dangerous Goods Container Inspection Program – a horizontal initiative carried out by the Port in conjunction with Transport Canada whereby marine safety inspectors undertake compliance assessments of sea containers registered as containing dangerous goods.

Document types: legislation, regulations, codes, standards, forms, reports, statistics, policies, procedures, license numbers, statements of vessel ownership, declaration of dangerous goods, and registrations of containers containing dangerous goods.

Record Number: HPA ADM 286

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](#)
 - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Record](#)
 - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Record](#)
 - [Human Resources Planning 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](#)
 - [Employee Assistance Personal Information Bank](#)
 - [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](#)
 - [Performance Management Reviews 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](#)
 - [Library Services 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](#)

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](#)
 - [Outreach Activities Personal Information Bank](#)
- [Executive Services Class of Record](#)
 - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
 - [Evaluation Personal Information Bank](#)
 - [Internal Audit Personal Information Bank](#)
- [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](#)
 - [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](#)
- [Business Continuity Planning Class of Record](#)
 - [Business Continuity Planning Personal Information Bank](#)
- [Disclosure to Investigative Bodies Class of Record](#)
 - [Disclosure to Investigative Bodies Personal Information Bank](#)
- [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](#)
 - [Disclosure of Wrongdoing in the Workplace 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](#)

Manuals

- HPA Financial Management Policies and Guidelines
- Port of Halifax Contingency Plan Manual

Additional Information

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

Halifax Port Authority
P.O. Box 336
Halifax, Nova Scotia
B3J 2P6

Telephone: 902-426-8222
Facsimile: 902-426-7335
www.portofhalifax.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:

Halifax Port Authority
Access to Information and Privacy Coordinator
P.O. Box 335
Halifax, Nova Scotia
B3J 2P6

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

Reading Room

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

Halifax Port Authority
1215 Marginal Road
Halifax, Nova Scotia