

General Information

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.

Background

The Port of Oshawa is Durham Region's gateway to world markets through the St. Lawrence Seaway. Our national deep-sea port has handled over 500 vessels and shipped more than 3 million tonnes of cargo over the past decade. On average, the port handles \$23 million worth of cargo annually, from salt and steel products to asphalt and grain.

The Oshawa Harbour Commission was established in 1960 and operated as such until the Oshawa Port Authority was established by [Letters Patent](#) issued on January 25th, 2012 pursuant to the [Canada Marine Act](#). The OPA operates the Port of Oshawa and manages the associated harbour lands that are owned by the Crown.

Information about the history of the Oshawa Port Authority and information about its legislative foundation can be found at: <http://www.portofoshawa.ca/about-opa>

All 18 Canadian Port Authorities are regulated by the Canada Marine Act however there are specific Letters Patent for each Canadian Port Authority; each port is responsible to Parliament through the Minister of Transport, Infrastructure and Communities.

Responsibilities

The Oshawa Port Authority (OPA), which manages and promotes the Port of Oshawa, is a federal agency with a mandate to ensure the port is fully utilized, is economically viable, and generates economic benefits for the city, region, and country. The Authority is governed by a Board of Directors comprised of four (4) representatives nominated in consultation with port users, as well as one (1) representative appointed by each of the Government of Canada, the Province of Ontario and the City of Oshawa. Daily

port activities and port operations are the responsibility of the President & Chief Executive Officer as well as a management team.

The OPA is a financially self-sufficient federal entity responsible for administering the Port of Oshawa in the city of Oshawa, Ontario. The OPA operates with full commercial discipline, and reinvests net profits generated from port activities into port infrastructure. The role of the OPA is to facilitate and expand the movement of cargo through the Port of Oshawa; provide good working, safe facilities; marine related services; and technologies that are competitive, safe, and commercially variable and customer oriented.

The mandate of the Oshawa Port Authority is to manage the port related crown lands and operate the Port of Oshawa in a manner that is commercially sound and responsive to current and future port users while remaining financially self-sufficient. Our goal is to support the growth of the local regional and national economy, in a manner that acknowledges the divergent views of a wide variety of stakeholders.

Institutional Functions, Programs and Activities

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.

Cargo Handling

Description: Includes records relating to the arrival and departure of ships, inward/outward reports, cargo manifests including total tonnage reports, fees such as harbour dues and wharfage based on vessel tonnage, statistical information including container, trailer, autos, break-bulk totals landed in the port, storage and transfer of cargo and commodities, transportation, and related subjects.

Document Types: Statistical reports, manifests, general correspondence.

Record Number: OPA-CAR-001

Terminal Operations

Description: Information relating to container terminal activities such as cargo and commodities handled in the port, including total quantity and individual and total weights. All information relating to offshore supply vessels including vessel movements and cargo loaded and unloaded.

Document Types: Leases, statistical reports, policies and procedures, general correspondence.

Record Number: OPA-TER-021

Finance and Administration

Description: Includes information related to port operations such as the setting and revision of tariffs which include harbour dues, berthage and wharfage fees. Also includes information related to cargo

management, accounts receivable, accounts payable, administrative reports, administrative policies and all human resource files.

Document Types: Fee schedules, statistical reports, tonnage reports, management reports, financial statements, five-year business plan, budgets, and data and cost analysis.

Record Number: OPA-FAA-031

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.

Record Number: OPA-HPS-041

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.

Record Number: OPA-HPS-042

Harbour Operations

Description: Information relating to vessel traffic movements, vessels arrivals and departures, as well as intra-port activity. Information with regard to vessel particulars, safe and secure operation and emergency preparedness and planning. Information on vessel pollution, response to vessel pollution and related subjects.

Document Types: Statistical reports, policies and procedures, emergency plan, memoranda of understanding, port security plan, and general correspondence.

Record Number: OPA-HOP-051

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](#)
- [Workplace Day Care 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](#)
 - [EX Talent Management 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](#)
 - [Lobbying Act Requirements Personal Information Bank](#)
 - [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](#)

Classes of Personal Information

In the course of conducting the programs and activities of the Oshawa Port Authority, categories of personal information may be accumulated which are not contained in the specific information banks described above. Such personal information includes: request 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 personal 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 the information was received by the Oshawa Port Authority and the name of the person to whom it was addressed. The retention periods for these types of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Oshawa Port Authority Port Emergency Plan
- Fire Safety 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 Oshawa Port Authority's completed Access to Information (ATI)

summaries [Completed Access to Information Requests](#) for more information. To make an informal request, contact: For additional information about the programs and activities of the Oshawa Port Authority, please contact:

Oshawa Port Authority
1621 Simcoe Street South
Oshawa, ON, L1H 8J7

Telephone: 905-576-0400

Facsimile: 905-576-5701

Email: info@portofoshawa.ca

Please [click here](#) for information on formal access procedures under the provisions of the [Access to Information Act](#) and the [Privacy Act](#).

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:

Oshawa Port Authority
Access to Information and Privacy Coordinator
1621 Simcoe Street South
Oshawa, ON, L1H 8J7

Please note: Each request made to the Oshawa 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 Oshawa 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:

Oshawa Port Authority
1621 Simcoe Street South
Oshawa, Ontario