

Info Source

Sources of Federal Government and Employee Information

Toronto Port Authority

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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 Toronto Port Authority (TPA) was established on the 8th of June 1999, under the authority of the [Canada Marine Act](#), which received Royal Assent on the 11th of June 1998. The TPA is one of eighteen (18) Canadian Port Authorities created pursuant to the *Canada Marine Act*. TPA is the successor of The Toronto Harbour Commissioners, which was constituted as a corporation under the Toronto Harbour Commissioners Act, 1911, as amended. In January 2015, TPA began doing business under the name “PortsToronto”; however, its official name remains the Toronto Port Authority.

The TPA reports to Parliament through the Minister of Transport.

Responsibilities

The Toronto Port Authority is a self-financing, federal government business enterprise that owns and operates the Port of Toronto, the Billy Bishop Toronto City Airport and the Outer Harbour Marina. Overseeing the safety and efficiency of marine navigation in the Toronto Harbour, the TPA is responsible for the development, application, enforcement and amendment of rules, orders, bylaws, practices and procedures relating to the use, occupancy and operation of the Port of Toronto in accordance with the Canada Marine Act. TPA is also tasked with operating the Billy Bishop Toronto City Airport in a competitive, safe, commercially viable, and environmentally responsible manner in accordance with TPA’s Letters Patent and a Tripartite Agreement between TPA, the City of Toronto and Her Majesty in Right of Canada as represented by the Minister of Transport. In addition to the management, leasing and licensing of real property as described in the TPA's letters patent, TPA manages the Outer Harbour Marina, one of the largest freshwater marinas in Canada.

The Toronto Port Authority is managed by a nine member board of directors, appointed as follows: the Governor in Council appoints one director as

nominated by the Minister of Transport (the “Minister”), the City of Toronto appoints one director, the Province of Ontario appoints one director, and the Governor in Council appoints the remaining six directors nominated by the Minister in consultation with port users. The board of directors appoints a chief executive officer, who is not a member of the board.

The CEO is responsible for managing the TPA, developing strategic directions for business development and for providing leadership to staff. The CEO's office is also responsible for the development and implementation of organization-wide policies and procedures.

INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

Port Management and Operations

This program is responsible for the management of the movement, navigation, and berthing of vessels using the port and harbour to ensure safety and compliance with by-laws and regulations and the effective management of land operations in accordance with TPA's Letter's Patent. Through this program TPA monitors navigable channels and navigational aids to comply with standards of the St. Lawrence Seaway. TPA administers the power vessel operators license examination program, reviews and provides approvals for various aquatic activities and engages in public relations activities with shipping companies and the boating community.

The TPA also owns a marine terminal and warehouse. Intermodal services and terminal operations are managed by Logistec Corp. who supervise longshoremen, and supply and maintain cargo-handling equipment. They provide customer service and market the Port of Toronto by communicating with customers and preparing competitive quotations.

TPA is responsible for providing a wide variety of engineering, maintenance and customer services. These include: maintenance of navigational aids, construction equipment, vessels, cranes and vehicles; special cargo handling using the heavy lift crane and the mobile container crane; marine services such as electric power and fresh water for ships, ship safety inspections, and dry dock and ice-breaking services; dredging and harbour cleaning; lakefilling and shoreline protection including the management of the Leslie Street Endikement Project; port security and emergency response; maintenance of all TPA facilities including HVAC, plumbing and electrical services, grounds and pavement maintenance and dockwall repairs and surveys; and special maintenance duties including bridges, docks, ferry ramps, dockwalls, airport runways and topographic and hydrographic surveys.

Port Operations

Description: Information on the provision of services concerning the navigation and berthing of ships in the port and harbour of Toronto, and concerning the safe operation of various smaller watercraft.

Document Types: Tonnage statistics, berthing arrangements, port tariffs, marine safety, Notices to Shipping, recreational boating, Navigable Waters Protection Act, boat operators' license program.

Record Number: TPA POR 005

- Power Vessel Operator's Permit

Description: This bank contains information relating to individuals who operate a power vessel in the Toronto harbour, and includes names, addresses, phone numbers, gender, date of birth and height. Personal information is collected under the authority of the *Canada Marine Act*.

Class of Individuals: General public.

Purpose: The information is used to process permit applications for individuals who operate a power vessel in the Toronto harbour. It ensures that boaters have a permit and have passed our safe boating test.

Consistent Uses: The information will be shared with the Toronto Police Marine Unit in the event of a boating infraction.

Retention and Disposal Standards: Applications are retained for 3 years after the last renewal of the permit and then destroyed.

RDA Number: 98/001

Related Record Number: TPA POR 005

TBS Registration: 004444

Bank Number: TPA PPU 070

Terminal Operations

Description: Information on the business operations of the Port of Toronto's Marine Terminal 51, Warehouse 52 and intermodal services.

Document Types: Import and export vessel cargo logs, monthly reports for warehousing, cargo and container handling, daily records for Reefers (refrigerated containers).

Record Number: TPA TER 005

Works Department Operations

Description: Information on services provided by Works Department staff in areas of engineering, plant maintenance, waterways, dredging and filling and the Leslie Street landfill operation.

Document Types: Dockwalls/ retaining walls, equipment maintenance files, ice condition reports, navigation aids placement, oil spill reports, survey drawings and files, hydrographic and topographic survey field books, daily and monthly water level reports, daily dredging logs, monthly and annual dredging drawings, daily dredgeate placement logs, monthly and annual dredgeate placement drawings, annual operating plan for the Leslie Street landfill site, daily and

monthly fill reports, illegal dumping reports and copies of violation notices.
Record Number: TPA WOR 005

Property Records

Description: Information on the leasing of TPA properties, office space, short-term seasonal arrangements such as berthing, and temporary license agreements for film productions.

Document Types: Fee schedules, insurance waivers, tenants' case files (including copies of correspondence, insurance certificates, property leases or schedules).

Record Number: TPA COR 020

Marina Management and Operations

TPA is responsible for managing and operating the Outer Harbour Marina. Program activities include leasing slips in the summer and providing indoor and outdoor storage space for boats in the winter, coordinating boat launches and haul-outs, and customer billing. Duties of staff include maintaining site services, conducting safety and security inspections, maintenance of equipment, machinery and electrical/mechanical services, customer service and marina marketing.

Marina Operations

Description: Information on the business operations of the Outer Harbour Marina.

Topics: Customer files (containing correspondence, service agreements, complaints, loss/damage reports, insurance certificates), haul out/launch book, dock walk reports, incident reports, monthly fuel inventory statements, fuel dock license, VHF radio license, retail sales license.

Program Record Number: TPA MAR 005

- Marina Customers

Description: This bank contains information relating to individuals who rent boat slips from the Outer Harbour Marina, and includes names, addresses, phone numbers and information about the person's boat.

Class of Individuals: General public.

Purpose: This bank is used to document service agreements, insurance certificates, loss/damage reports, and complaints.

Consistent Uses: This bank provides information for billing and insurance claims.

Retention and Disposal Standards: Records are retained for 6 years after last transaction completed and then destroyed.

RDA Number: 99/004

Related Record Number: TPA MAR 005

TBS Registration: 004366

Bank Number: TPA PPU 050

Airport Management and Operations

TPA is responsible for the overall daily operation of the Billy Bishop Toronto City Airport, including management of supplies, services and facilities. A large number of duties are focussed on safety and security: staff develop and maintain the airport security program; coordinate the Airport Emergency Plan with input from police, ambulance and fire departments and the air traffic control unit; maintain equipment in a state of readiness for any emergency; and produce such reports as incident, noise, runway conditions and notices to airmen. Airport staff also handles customer service, including complaints and billing and market the airport to the public.

Airport Operations

Description: Information on the daily operations of the Billy Bishop Toronto City Airport and the ferry service across the Western Channel.

Document Types: Air traffic reports, aircraft movement surface condition reports, airport monthly activities reports, noise complaint reports, NOTAMS, rates schedule, tie-down contracts, ferry logs, ferry maintenance reports, ferry traffic summaries, ferry pass applications, restricted area access pass applications, airside vehicle operators permit applications, fire alarm reports, firefighters' logs, emergency equipment maintenance reports, airport drawings and specifications.

Record Number: TPA AIR 005

- **Airport Airside Restricted Area Canada Pass**
Description: This bank contains applications received from individuals who require access to restricted areas at airports across Canada. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital status, personal photographs, and Transport Canada clearance numbers. Personal information is collected under that authority of the Aeronautics Act.
Class of Individuals: Persons who whose business involves being in restricted areas of at least four or five Canadian airports and Transport Canada Aviation Inspectors.
Purpose: This bank processes pass applications.
Consistent Uses: The information in this bank would be used in the event of a breach of security.
Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.
RDA Number: 99/009
Related Record Number: TPA AIR 005
TBS Registration: 004358
Bank Number: TPA PPU 010
- **Airport Airside Restricted Area Pass (ARAP)**
Description: This bank contains applications received from individuals who require access to restricted areas at the Billy Bishop Toronto City Airport.

It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers. Personal Information is collected under the authority of the Aeronautics Act.

Class of Individuals: TPA employees and airport tenants.

Purpose: This bank processes pass applications.

Consistent Uses: The information in this bank would be used in the event of a breach of security.

Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass, then transferred to the National Archives.

RDA Number: 99/009

Related Record Number: TPA AIR 005

TBS Registration: 004359

Bank Number: TPA PPU 015

- **Airport Airside Vehicle Operators Permit (AVOP)**
Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Billy Bishop Toronto City Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP. Personal Information is collected under the authority of the Aeronautics Act.
Class of Individuals: BBTCA employees and airport tenants.
Purpose: This bank processes AVOP applications.
Consistent Uses: The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport.
Retention and Disposal Standards: Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.
RDA Number: 99/009
Related Record Number: TPA AIR 005
TBS Registration: 004360
Bank Number: TPA PPU 020
- **Airport Employee Ferry Pass**
Description: This bank contains applications received from individuals who require an employee ferry pass to the Billy Bishop Toronto City Airport. It includes names, addresses, phone numbers and personal photographs. Personal Information is collected under the authority of the Aeronautics Act.
Class of Individuals: TPA staff, airport tenants, frequent flyers.
Purpose: This bank processes employee ferry pass applications.
Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry.
Retention and Disposal Standards: Applications are retained for five years after expiry of the pass and then transferred to the National Archives.
RDA Number: 99/009

Related Record Number: TPA AIR 005
TBS Registration: 004361
Bank Number: TPA PPU 025

- **Airport Ferry Vehicle Pass**
Description: This bank contains applications received from individuals who require a ferry vehicle pass to the Billy Bishop Toronto City Airport. It includes names, addresses, phone numbers and vehicle information.
Class of Individuals: TPA employees and airport tenants. Personal Information is collected under the authority of the Aeronautics Act.
Purpose: This bank processes ferry vehicle pass applications.
Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry.
Retention and Disposal Standards: Applications are retained for 5 years after expiry of the pass and then transferred to the National Archives.
RDA Number: 99/009
Related Record Number: TPA AIR 005
TBS Registration: 004362
Bank Number: TPA PPU 030
- **Airport Parking Pass**
Description: This bank contains applications received from individuals who require a parking pass for the mainland Billy Bishop Toronto City Airport parking lot. It includes names, addresses, phone numbers and vehicle information. Personal Information is collected under the authority of the Aeronautics Act.
Class of Individuals: TPA employees and airport tenants.
Purpose: This bank processes parking pass applications.
Consistent Uses: The information in this bank would be used in the event of suspected unauthorized parking at the parking lot.
Retention and Disposal Standards: Applications are retained for 5 years after expiry of the pass and then transferred to the National Archives.
RDA Number: 99/009
Related Record Number: TPA AIR 005
TBS Registration: 004363
Bank Number: TPA PPU 035

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](#)

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](#)
- [Labour Relations Class of Record](#)
 - [Discipline Personal Information Bank](#)
 - [Grievances Personal Information Bank](#)
 - [Harassment 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 Personnel Record Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Staffing 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](#)

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](#)
- [Internal Audit and Evaluation 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](#)

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](#)

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](#)
- [Proactive Disclosure Class of Record](#)
 - [Travel Personal Information Bank](#)
- [Security Class of Record](#)
 - [Identification Cards and Access Badges Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
- [Travel Class of Record](#)
 - [Travel Personal Information Bank](#)

Legend

- Standard Classes of Records (CoRs)
- Standard Personal Information Banks (PIBs)

Classes of Personal Information

In the course of conducting the programs and activities of the Toronto Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, personal opinions, offers of services, complaints, and other personal information such as name, address or phone number. This information is stored as part of the central registry files or in departmental subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information normally is retrievable 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 for the general subject files in which they are stored.

Manuals

- Aerodrome Standards and Practices, TP 312, 4th ed.
- Airport Emergency Response Manual
- Airport Operations 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 Toronto Port Authority's [completed Access to Information \(ATI\) summaries](#). To make an information request, contact:

Toronto Port Authority
60 Harbour Street
Toronto, Ontario M5J 1B7
Attention: ATIP Coordinator
416-863-2000
www.porttoronto.com

Toronto 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:

Janelle McCarthy
Corporate Secretary – Legal and ATIP Coordinator
Toronto Port Authority
60 Harbour Street
Toronto, Ontario M5J 1B7

Please note: Each request made to the Toronto Port Authority under the *Access to Information Act* must be accompanied by an application fee of \$5.00 made payable to the Toronto Port Authority.

Reading Room

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

Toronto Port Authority
60 Harbour Street
Toronto, Ontario