## 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 <u>Access to Information Act</u> and the <u>Privacy Act</u>.  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 <u>Introduction</u> and an <u>index of institutions</u> subject to the *Access to Information Act* and the *Privacy Act* are availably 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

Old Port of Montréal Corporation Inc. ("OPMC") is an agent Crown corporation, which owns and operates the Old Port of Montréal and the Montréal Science Centre.

In November 2012, the Government of Canada authorized the amalgamation of OPMC with Canada Lands Company CLC Limited ("CLC"). The objectives were to improve efficiency and financial accountability, clarify governance and leverage CLC's real property management expertise. The operational amalgamation of these entities has been completed. The stated government objectives of the amalgamation; strengthened accountability, greater efficiency and leveraging CLC real property management expertise are being realized while also maximizing non-financial benefits.

## RESPONSIBILITIES

The mandate of OPMC was confirmed by the Government in December 2002 and consists of developing and promoting the development of the OPMC's territory, and of administering, managing, and maintaining the property as an urban recreational, tourism and cultural site.

The site is also home to the Montréal Science Centre, which operates with the mandate to help visitors of all ages discover, understand and appropriate science and technology for use in building their future.

## INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

The Old Port of Montreal is a 100.6 acre (40.7 hectare) waterfront property in the City of Montréal's historic area which provides touristic and recreational activities to area residents and visitors, as well as providing a 2.5-kilometre long green space.  Its flagship attraction is the Montréal Science Centre which was opened in 2000 with a mandate of providing science education through exhibits and activities.

## 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

- o Hospitality Personal Information Bank
- Human Resources Planning Class of Record
  - o Human Resources Planning Personal Information Bank
  - o Workplace Day Care Personal Information Bank
- Labour Relations Class of Record
  - o *Canadian Human Rights Act* – Complaints Personal Information Bank
  - o Discipline Personal Information Bank
  - o Grievances Personal Information Bank
  - o Harassment Personal Information Bank
  - o Disclosure of Wrongdoing in the Workplace Personal Information Bank
  - o Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Occupational Health and Safety Class of Record
  - o Employee Assistance Personal Information Bank
  - o Harassment Personal Information Bank
  - o Occupational Health and Safety Personal Information Bank
  - o Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank
- Official Languages Class of Record
  - o Official Languages Personal Information Bank
- Performance Management Reviews Class of Record
  - o Discipline Personal Information Bank
  - o Employee Performance Management Program Personal Information Bank
- Recruitment and Staffing Class of Record
  - o Applications for Employment Personal Information Bank
  - o Employee Personnel Record Personal Information Bank
  - o EX Talent Management Personal Information Bank
  - o Personnel Security Screening Personal Information Bank
  - o Staffing Personal Information Bank
  - o Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Relocation Class of Record
  - o Relocation Personal Information Bank
- Training and Development Class of Record
  - o 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
  - o Access to Information Act and Privacy Act Requests Personal Information Bank
- Information Management Class of Record
  - o 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

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- o Governor in Council Appointments Personal Information Bank
- o Members of Boards, Committees and Councils Personal Information Bank
- Business Continuity Planning Class of Record
  - o Business Continuity Planning Personal Information Bank
- Disclosure to Investigative Bodies Class of Record
  - o Disclosure to Investigative Bodies Personal Information Bank
- Proactive Disclosure Class of Record
  - o Hospitality Personal Information Bank
  - o Travel Personal Information Bank
- Security Class of Record
  - o Identification Cards and Access Badges Personal Information Bank
  - o Disclosure of Wrongdoing in the Workplace Personal Information Bank
  - o Personnel Security Screening Personal Information Bank
  - o Security Incidents and Privacy Breaches Personal Information Bank
  - o Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank
- Travel Class of Record
  - o Travel Personal Information Bank

## CLASSES OF PERSONAL INFORMATION
In the course of conducting the programs and activities of OPMC, categories of personal information may be accumulated which are not contained in the specific information banks described above. 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 the information was received by OPMC 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
- ● Canada Lands Company Limited Policy Manual 2020
- ● Operational Procedures *(as they relate to the Old Port of Montreal and the Montreal Science Centre)*
- ● Collective Agreements *(as they relate to the Old Port of Montreal and the Montreal Science Centre)*

## ADDITIONAL INFORMATION
The Government of Canada encourages the release of information through requests outside the ATIP process. You may wish to consult OPMC's completed Access to Information Summaries. http://www.oldportcorporation.com/completed-access-to-information-requests

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.

**OLD PORT OF MONTRÉAL CORPORATION**

Mail your letter or Access to Information Request Form http://www.tbs-sct.gc.ca/tbsf-fsct/350-57-eng.asp or Personal Information Request Form http://www.tbs-sct.gc.ca/tbsf-fsct/350-58-eng.asp, along with $5.00 application fee payable to Old Port of Montréal Corporation Inc. to the following address:

Access to Information & Privacy Co-ordinator

1 University Avenue, Suite 1700
Toronto, Ontario  M5J 2P1
Telephone: 416-214-1250
Facsimile: 416-214-1121

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:

Old Port of Montréal Corporation Inc.
1 University Avenue, Suite 1700
Toronto, Ontario  M5J 2P1
Telephone: 416-21-1250