Info Source

Sources of Federal Government and Employee Information

Ridley Terminals Inc.

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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 to *Info Source: Sources of Federal Government and Employee Information* 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

On December 18, 1981, Ridley Terminals Inc. was incorporated under the Canada Business Corporations Act as a joint undertaking between the federal government and a private firm. On July 31, 1991, the private firm sold all of its shares to Ports Canada. Ridley Terminals Inc. then became a wholly-owned subsidiary of Ports Canada until October 31, 2000. On November 1, 2000, Ports Canada was dissolved and Ridley Terminals Inc. became a parent Crown Corporation. The Minister of Transport is the responsible minister for Ridley Terminals Inc.

RESPONSIBILITIES

Ridley Terminals Inc. (RTI) owns and operates a marine terminal on Ridley Island in Prince Rupert, B.C. Its train unloading and ship loading infrastructure and equipment are located on land leased from the Prince Rupert Port Authority. RTI plays an important role in supporting Canada's export coal business and is pursuing diversification into other bulk commodities.

INSTITUTIONAL FUNCTIONS, PROGRAMS AND ACTIVITIES

Institutional Activities

Ridley Terminals Inc. is managed by a six member Board of Directors. The members are appointed through a Governor in Council appointment including the appointment of the Chairperson. The President and Chief Operating Officer manages the day-to-day operations and reports to the Board.

The Operations Department is led by a Senior Manager who is responsible for all train handling, ship loading, maintenance, safety and security activities and computer services onsite.

This department is led by the Controller and consists of Finance, Accounting, Administration, Materials Control, Purchasing and Human Resources.

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: Acquisition Services; Communications Services; Financial Management Services; Human Resources Management Services; Information Management Services; Information Technology Services; Management & Oversight 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 or amending a contract.

- Procurement and Contracting Class of Record
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn912)

  o Professional Services Contracts

    Description: This bank describes information contained in individuals or firms providing good or performing services for Ridley Terminals.

    Class of Individuals: General public

    Purpose: Information used to manage the contracting process

    Consistent Uses: To maintain an inventory of potential contractors. May be used for evaluation or reporting purposes.

    Retention and Disposal Standards: As per RTI Records Retention Policy

    RDA Number: 99/004

    Related Record Number: PRN 912

    Bank Number: PSU 912

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 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 (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn939)

  - Internal Communications Personal Information Bank (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn915)

  - Internal Communications

    Description: Information used to communicate with individuals internal to the institution.

    Note: May be stored in hard copy format or electronically.

    Class of Individuals: Employees

    Purpose: Personal information used to manage internal communications.

    Consistent Uses: To provide statistical reports to management

    Retention and Disposal Standards: As per RTI Record Retention and Destruction Policy

    RDA Number: Institution-specific

    Related Record Number: PRN 939

    Bank Number: PSU 915

  - Public Communications Personal Information Bank (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn914)

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 (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn914)

  - Accounts Payable Personal Information Bank (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn931)

- o Accounts Receivable Personal Information Bank
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn932)

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
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn940)

- Compensation and Benefits Class of Record
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn941)

  - o Attendance and Leave Personal Information
    Bank(http://www.infosource.gc.ca/emp/emp02-eng.asp#prn903)

  - o Pay and Benefits Personal Information Bank
    (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn904)

- Human Resources Planning Class of Record

  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn949)

  - o Human Resources Planning Class of
    Record(http://www.infosource.gc.ca/emp/emp02-eng.asp#prn935)

- Labour Relations Class of Record

  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn926)

  - o Discipline Personal Information Bank
    (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn911)

  - o Grievances Personal Information Bank
    (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn910)

- Occupational Health and Safety Class of Record

  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn922)

- Performance Management Reviews Class of Record

  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn946)

  - o Performance Management Reviews Class of Record
    http://www.infosource.gc.ca/emp/emp02-eng.asp#prn912)

- Recruitment and Staffing Class of Record

  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn920)

  - Applications for Employment Personal Information Bank(http://www.infosource.gc.ca/emp/emp02-eng.asp#prn911)

  - Applications for Employment

    Description: This bank contains applications from the general public for possible employment with Ridley Terminals Inc.

    Class of Individuals: General public

    Purpose: Information may be used to fill vacancies in Ridley Terminals for which the application has suitable qualifications.

    Consistent Uses: None

    Retention and Disposal Standards: As per the RTI Records Retention and Destruction Policy

    RDA Number: 98/005

    Related Record Number: PRN 920

    Bank Number: PSU 911

  - Employee Personnel Record Personal Information Bank(http://www.infosource.gc.ca/emp/emp02-eng.asp#prn901)

- Training and Development Class of Record

  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn927

  - Training and Development Personal Information Bank (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn905)

Information Management Services

Information management services involve activities 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
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn930)

  - Access to Information Act and Privacy Act Requests Personal Information Bank (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn901)

  - Public Communications

    Description: Information used to communicate with individuals external to the institution and may include general inquiries and responses, the distribution of public awareness and communications material.

    Note: May be stored in hard copy format or electronically.

    Class of Individuals: Members of the public

    Purpose: Information about the functions, programs and activities of the institution including about employees of the institution.

    Consistent Uses: With the individuals permission may be used in documentation.

    Retention and Disposal Standards: As per RTI Records Retention and Destruction Policy

    RDA Number: Institution Specific

    Related Record Number: PRN 939

    Bank Number: PSU 914

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
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn932)

Management and Oversight Services

Management 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.

- Internal Audit and Evaluation Class of Record
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn916)

- Members of Boards, Committees and Councils

  Description: Information used in the identification and selection of individuals to fill positions on Board of Directors.

  Class of Individuals: Candidates

  Purpose: To support identification and selection of individuals to serve on oversight or governance bodies.

  Consistent Uses: None

  Retention and Disposal Standards: As per RTI Records Retention and Destruction Policy

  RDA Number: Institution Specific

  Related Record Number: PRN 938

  Bank Number: PSU 919

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 service categories.

- Administrative Services Class of Record
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn901)

- Business Continuity Planning Class of Records
  (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn928)

- Security Class of Record (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn931)

- Travel Class of Record (http://www.infosource.gc.ca/emp/emp02-eng.asp#prn934)

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

Classes of Personal Information

In the course of conducting the activities of the Corporation, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Corporation. This information is stored as part of the general subject files. This form of information is retrievable only if specifics are provided concerning the subject matter, the related activity, as well as the date at which the information was received by the Corporation and to whom it was addressed.

The personal information contained in the subject files is retained for the same period of time as the related subject information and disposed of according to the appropriate record schedules.

Manuals

- Emergency Procedures

- Canadian Payroll Manual

- Health and Safety Environment and Quality Systems

- Terminals Rules and Regulations

- Terminal Services Tariff

Additional Information

For information on how to file a request under the *Access to Information Act* and the *Privacy Act* see [ATIP | Ridley Terminals Inc, Coal Terminal](#)

Reading Room

In accordance with the Access to Information Act and Privacy Act, the applicant may wish to review material in person
http://www.rti.ca/sites/default/files/feb2014_infosourcewebsite_1.pdf