Section E – Operations

Directive for Access to the Port of Trois-Rivières

Subject

Indicate the conditions and instructions to follow to obtain a port pass issue by the Trois-Rivières Port Authority (TRPA), in order to grant access to the Port of Trois-Rivières and define traffic regulations and safety rules.

Content

1.0 Obtaining a permanent port pass
2.0 Obtaining a temporary port pass
3.0 Using the port pass
4.0 Entering the port
5.0 Traffic regulations
6.0 Safety rules

Person Responsible for the Implementation

The Director of Operations is responsible for implementing this directive.

References

- Marine Transportation Security Regulation

Appendix

Descriptions and plans of the Main and Père-Garnier entrances.

Adoption

This procedure has been presented to the Board of Directors on the 23rd day of October 2013. Was revised on January 1st, 2017 and February 4th, 2019.

(The masculine gender is used without discrimination and solely for the purpose of brevity.)
1.0 OBTAINING A PERMANENT PORT PASS

1. Who is entitled to a pass:
   a. Employees of companies based at the Port of Trois-Rivières.
   b. Suppliers of companies based at the Port of Trois-Rivières.
   c. Any person who has a reason to be within the port limits on a regular basis.

2. Who authorizes pass requests:
   a. Employees, clients and suppliers of companies based at the Port of Trois-Rivières: Refer to the person designated by the company to produce or authorize your pass requests.
   b. Ship owners shipping agencies and all “responsible organizations”: submit the request for your employees directly to the TRPA security officers.

   Responsible organization: Any company whose employees, or the subcontractors it hires, will have to enter the port perimeter on a regular basis; must authorize the issue of their pass.

   c. Any company whose employees, or the subcontractors it hires, will have to enter the port perimeter on a regular basis; must authorize the issue of their pass.
   d. Anyone else: must be authorized by a company based at the port or submit a request directly to the TRPA security officer.

3. Duration, costs and terms of payment:
   a. Duration: The port pass is valid for five (5) years.
   b. Costs (price subject to change without notice)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Issuance of an initial port pass</td>
<td>$35 (tx included)</td>
</tr>
<tr>
<td>Renewal (only possible if the port pass is in good condition)</td>
<td>$15 (tx included)</td>
</tr>
<tr>
<td>Lost, stolen or damaged</td>
<td>$35 (tx included)</td>
</tr>
<tr>
<td>Reactivation after suspension by TRPA</td>
<td>Pecuniary sanctions determined in accordance with the Violation Directive</td>
</tr>
<tr>
<td>Defective port pass</td>
<td>No charge upon presentation of the port pass</td>
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</tbody>
</table>

c. Terms of payment
   - Billing directly to the employer: (1) for companies doing business with the TRPA or (2) for companies serving a port customer after agreement with the TRPA.
   - In all other cases: upon acceptance of the request using the completed form, the amount is payable by credit card only, Visa or MasterCard.
   - Replacement costs: in case of lost, stolen, damaged, etc. of the port pass, the payment of fees will also be required by one of the credit cards mentioned above.
4. **How to request a pass:**

   You will need to have various personal and professional information to complete the form.

   a. Online at www.porttr.com: under the menu Operations, you will find the form to complete. An electronic tablet is also available to complete the form at the main entrance of the Port of Trois-Rivières located at 132, de la Commune Street, G9A 2V7.

   b. **ALL** fields must be completed before submitting your request.

   c. **Your signature is mandatory** to ensure compliance of the conditions attached to the issuance of a port pass in your name.

   d. The application **MUST** be accompanied by a photo taken using the "Take a capture" button or use the "Upload image" button to insert your photo in JPEG format. The photo must be taken according to the following instructions:
      - Plain light background, preferably white.
      - The photo must show the person’s head and shoulders (bareheaded and without glasses and smile).

5. **Issuance, distribution and distribution of the port pass:**

   a. The port pass will be issued as soon as possible before being given to the applicant upon presentation of an official identification document: (1) valid driver's license, (2) health insurance card with photo, (3) passport, (4) photo identification issued by a federal or provincial government.

   b. For verification purposes required by law, each pass must be given directly to the applicant. In the context of large-scale issuance, the passes can not be transmitted to the person designated by the company for their distribution.

   c. Any port pass not been claimed within 90 days of its issue will be automatically disactivated.

   d. The port pass remains the property of the TRPA at all times and must be returned to the TRPA upon request.

   e. No port pass will be recognized as valid beyond its expiration date, you or your employer are responsible to request a renewal if needed.

   f. **The TRPA reserves the right to refuse to deliver a port pass if the motives of the request are not legitimate or do not justify the possession of it.**

6. **Areas covered:**

   The pass will open gates and doors according to the requirements of the user.

2.0 **OBTAINING A TEMPORY PORT PASS**

1. **Who is entitled to a pass:**

   a. Companies who are not regular users of the Port of Trois-Rivières must be sponsored by a user or by the TRPA.

   b. Persons with occasional business at the marine facilities.

   c. Expected or justified visitors.
2. **Who authorizes pass requests:**
   a. The security guards at the main entrance.
   b. The security officer.

3. **Duration and cost of the temporary port pass:**
   a. Period not exceeding 10 days at one time and there is no charge for a temporary pass.

4. **How to obtain a temporary port pass:**
   a. Go to the main gate where the guard will fill in the access control log.
   b. Present one of the following identifications: (1) driver's license, (2) government-issued photo ID (e.g. health insurance), (3) card from a recognized organization, or employer containing a description of the person and an expiry date, (4) identity card of another port facility or (5) passport or seaman's identification booklet with photo.
   c. The temporary port pass must be returned to the security guard upon leaving.

3.0 **USING THE PORT PASS (PERMANENT OR TEMPORARY)**

1. The port pass holder agrees to abide by the rules and regulations of the Trois-Rivières Port Authority (TRPA), failure to do so may result in the revocation of the port pass without further notice.

2. The port pass is reserved for exclusive use as part of the applicant's duties in the port. It is therefore forbidden to lend it to anyone.

3. The port passes are programmed to work during normal business hours and it is strictly forbidden to use them for any reason other than work.

4. **The pass must be visible and worn above the waist, as required by the Marine Transportation Security Regulations and must be shown to a security officer upon request.**

5. Vehicles and their contents may be verified and searched at any time while on the TRPA property.

6. The port pass holder **must immediately inform** the TRPA if pass is lost, stolen, damaged or destroyed.

7. **Upon termination of employment or of the need to come to the Port of Trois-Rivières, the port pass must be returned to the TRPA**, by the designated person of the company, for its cancellation.

8. Any port pass not used for twelve (12) months will be automatically suspended and the holder will have to proof the needs for its reactivation.

9. Any holder found to fraudulently use the port pass or fails to abide by the applicable rules and regulations of the TRPA will have his or her right of access suspended and will be the subject of a complaint to Transport Canada.
4.0 ENTERING THE PORT

1. When arriving at a gate, the driver must immobilize his vehicle in front of the reader, activate the opening by passing the port pass in front of the reader and wait until the gate is fully open before moving forward, to prevent the vehicle hits a part of the gate.

2. The gate remains open long enough to allows only one vehicle through. Two vehicles cannot pass through the gate at the same time, therefore, in order to avoid damage, it is important to wait until the gate closes before advancing to the reader.

3. If you don’t have a port pass, you must go to the main entrance located on 132 de la Commune Street using the gate identified for this purpose and the “intercom” in order to communicate with the guard of the main gate (see attached plan and instructions).

4. If a vehicle damages a gate, mechanism, fence or any other property of the TRPA, the driver or the owner of the vehicle will be held responsible for the cost of replacement or repairs.

5. If necessary, an intercom is available to drivers at each gate of the main entrance in order to reach the guard.

6. When the use of the Somavrac scale is required, the vehicles must use the Père-Garnier entrance (see attached plan and instructions).

5.0 TRAFFIC REGULATIONS

1. The maximum speed limit throughout the Port’s territory is 30 km/h or as indicated.

2. The TRPA will issue traffic violation tickets to drivers who do not obey the road signs at the Port of Trois-Rivières.

3. Failure to comply with traffic regulations and road signals may result in the suspension or revocation of the port pass.

6.0 SAFETY RULES

Compliance with the Canadian Labour Code

The secured perimeter of the Port of Trois-Rivières is an intermodal transfer area where cargo is handled, transferred and transported by ship, truck and train. Handling and storage areas as well as roads and train tracks within the port are risk areas where vigilance and caution must be exercised. According to the Canadian Labour Code, employers with operations in the port are responsible for setting their own directives and guidelines for the safety of their employees and visitors. The employer must advise all employees and visitors of the safety rules and regulations to be observed within the port limits.
Appendix

Main Entrance

The main entrance is located at the corner of de la Commune and Notre Dame Centre. It has three (3) access lanes and one exit lane. The two (2) lanes on the west side are reserved for pass holders (Fast pass).

The other lane, near the main gate house, is for vehicles whose drivers do not have a pass and must obtain one. To obtain a pass, the driver may park on the site located across the street (as indicated below), without blocking access, for the time it takes to obtain a pass.
Père-Garnier Entrance

This entrance is reserved for trucks transporting merchandise for Somavrac. Drivers who do not have a pass must obtain one from the main entrance before they can use the Père-Garnier entrance. All other vehicles must use the main entrance.

All truckers must respect the new signage at the Père-Garnier entrance, that is to say: Stop at the stop line and wait for permission to move forward.