

Section E – Operations

ACCESS TO THE PORT OF TROIS-RIVIÈRES GUIDELINES

E-01

SUBJECT

To specify the conditions and the procedure to be followed in order to obtain a visitor's permit or a restricted area pass (hereinafter referred to as a *port pass* or *access card*), a document issued by the Trois-Rivières Port Authority (TRPA) to gain access to the restricted areas of the Port of Trois-Rivières.

RECIPIENTS

Board of Directors
Executive Committee
TRPA personnel
Clients, suppliers and users of the Port

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RESPONSIBLE FOR THE APPLICATION

The Infrastructure and Operations Department is responsible for the application of these guidelines.

REFERENCES

- *Maritime Transportation Security Regulations (MTSR)*

APPENDIX A

Description and entrance plans:

- Main entrance (De la Commune Boulevard)
- Secondary entrance (rue du Père-Garnier)

ADOPTION

These guidelines were filed with the Board of Directors on October 23, 2013. Revisions were made on January 1, 2017, February 4, 2019, and January 16, 2023.

1.0 ACCESS TO THE PORT OF TROIS-RIVIÈRES

In accordance with the *Marine Transportation Security Regulations (SOR/2004-144)*, pursuant to the *Marine Transportation Security Act*, no person shall enter or remain in a restricted area unless they are in possession of a valid port pass.

1.1 Persons entitled to a port pass:

- a) Personnel of companies working at the Port of Trois-Rivières;
- b) Contractors or service providers hired to perform work;
- c) Any other person who can justify their presence at the Port of Trois-Rivières two (2) or more times per year.

1.2 Exceptions

- a) Persons with an occasional business need, one (1) time per year. Such persons must, however, comply with the following requirements:
 - receive access authorization from a TRPA staff member or from a company working at the Port of Trois-Rivières (leaseholder);
 - register with security at the main gate and present valid identification: driver's license, health insurance card with photo and signature, passport, photo identification card with signature issued by a recognized government body;
 - circulate exclusively through the main gate (see Appendix A).
- b) An emergency services vehicle that requires access to the restricted area for the protection and preservation of life or property.
- c) A crew member who is authorized to travel in accordance with the security procedures established by the TRPA.

2.0 POPT PASS MANAGEMENT

2.1 Requesting a port pass

All port pass requests must be made online through the port pass request system, which can be accessed at the following link:

<https://porttr.com/en/obtaining-a-port-pass/>.

No in-person or email requests are accepted.

2.2 Request approvals

At any time, the TRPA reserves the right to refuse to issue a port pass if it determines that the reasons given in the request are not valid, that these reasons do not justify the possession of a port pass, or if the request file is incomplete.

To be eligible, requests must at a minimum meet the following requirements:

- all fields on the request form must be completed;
- the conditions associated with the issuance of a port pass must have been read and agreed upon by the person submitting the request.

The request must also:

- include a passport-size photo in JPG format, maximum 2 MB;
- include the electronic signature of the person holding the card;
- have obtained all necessary approvals.

a) Employees, customers, suppliers or visitors of companies operating at the Port

When a request is submitted by an employee, customer, supplier or repeat visitor of a company operating at the Port, the request must be approved, on a sponsorship basis, by a designated person of the company operating at the Port.

In doing so, the person approving a request endorses the cardholder's actions within the secure areas for the duration of the port pass's validity.

The approval process is handled by the port pass request system.

b) Shipowners, shipping agencies, trucking companies and other comparable organizations

Where a request is submitted by a person working or acting as a subcontractor for a company outside the Port, in order to meet a justified need for regular access to the Port, this request must be approved, on a sponsorship basis, by the company that employs or holds a subcontract with the requesting party.

In doing so, the company approving a request endorses the cardholder's actions within the port area for the duration of the port pass's validity.

The approval process is handled by the port pass request system.

2.3 Duration of port passes

The port pass is valid for a period of five (5) years or until revoked by the TRPA.

The port pass is no longer valid on its expiry date; the holder must submit a renewal request, or a new request, as applicable.

2.4 Port pass pricing

Each port pass is subject to a fee. Pricing is subject to change without notice.

The following is the adopted fee schedule as of the date of filing of the revised guidelines with the Board of Directors:

Port pass rates	
First request	\$50 (taxes included)
Replacement (stolen/lost/damaged)	\$50 (taxes included)
Renewal (pass in good condition)	\$25 (taxes included)
Reactivation following suspension by the TRPA	\$25 (taxes included)
Damaged port pass	No charge Upon presentation of the port pass

Pass renewal may be denied if the card is deemed to be in poor condition.

2.5 Payment terms

Only online payment by Visa or MasterCard is accepted. Payments cannot be made at the main gate.

Payment will be processed by the TRPA only after all required information has been validated and final approval has been obtained from the TRPA.

2.6 Production and delivery of a port pass

The port pass is produced by the TRPA as soon as possible after the request has been accepted. It is then hand-delivered to the applicant by the main gate agent upon presentation of valid identification:

- driver's license
- health insurance card with photo and signature
- passport
- photo identification card with signature issued by a recognized government body.

Any port pass issued that has not been claimed within 180 days is automatically deactivated. No refunds will be issued for deactivated passes.

3.0 TECHNOLOGIES USED

The cards used by the Port of Trois-Rivières are a combination of Prox / RFID / Bluetooth technologies.

3.1 Prox technology

Prox (Proximity card) technology is a contactless card reading method. With a reading range of up to 50 cm (20 in.), it is primarily used for road access control.

3.2 RFID technology

RFID technology is also a contactless reading method. It uses high frequency radio technology, as opposed to the low frequencies used in proximity cards, to increase the speed of data transmission. This technology is primarily used to communicate with door readers.

3.3 Bluetooth technology

Bluetooth technology provides a two-way exchange of data over short distances. This technology needs energy to transmit. It is therefore equipped with a low-power battery. At the Port of Trois-Rivières, this technology enables the detection of the presence of vehicles at various key strategic locations, such as gatehouses and scales.

The port pass is issued to meet the specific needs of each user. These needs are determined by the TRPA. Depending on the type of access required, the port pass can be used to open gates, open doors or detect the presence of roadside equipment in the Port area.

4.0 REGULATORY FRAMEWORK

The holder of a port access pass agrees to comply with the applicable legislation and the Trois-Rivières Port Authority (TRPA) Guidelines. Any non-compliance may result in the revocation of the pass without prior notice.

- a) The port pass is the required identification to be carried by any person wishing to access a restricted area;
- b) In accordance with Transport Canada's *Marine Transportation Security Regulations*, the port pass must be worn at all times, and displayed on the outer clothing and above the waist;
- c) The port pass must be shown to the security agent, or a person designated by security, upon request;
- d) Vehicles used to enter a restricted area, as well as their contents, shall be subject to inspection or search at all times;
- e) The port pass is reserved exclusively for use in connection with the holder's professional duties at the Port and no person may use their port pass outside of their duties;
- f) Any port pass not used for twelve (12) consecutive months will be deactivated and may be reactivated in the same manner as a replacement request;
- g) Port passes cannot be loaned out;
- h) Port passes cannot be modified or altered;
- i) If a port pass is lost or stolen, the holder shall immediately notify the main gate agent;

- j) The port pass remains the property of the TRPA and must be returned to the TRPA upon request;
- k) Each port pass that is no longer required must be returned to the TRPA by the holder or their employer for cancellation;
- l) Fraudulent use of a port pass may result in indefinite denial of access to the Port.

5.0 EXITING THE PORT

The Port of Trois-Rivières has two access points for entering and exiting the restricted area of the Port (see Appendix A).

5.1 Person without a port pass

Any person who does not have a port pass, whether a driver or a passenger, must report to the main entrance located on De la Commune Boulevard and use the exit gate identified for this purpose.

They may not use the exit from the secondary gate. Access will be denied by the main gate agent.

Upon arrival at the exit gate, all vehicles must stop at the reader. The names of all persons in the vehicle must be provided to the main gate agent, who will then open the gate. Only **one vehicle at a time** may pass through the gate during the gate opening time.

If a vehicle damages an access gate, its mechanism, an adjacent fence or any other TRPA property, the driver or owner of the vehicle will be responsible for the repair or replacement costs.

5.2 Person (driver and passengers) holding a port pass

A person holding a pass may exit the Port using the main entrance on De la Commune Boulevard or the secondary entrance on Père-Garnier Street.

If any person on board the vehicle, driver or passenger, does not have a port pass, the vehicle must leave the Port through the main entrance at De la Commune Boulevard, using the gate identified for this purpose (see Section 5.1).

Upon arrival at the exit gate, all vehicles must stop at the reader and the gate must be opened with the port pass. If more than one person is in the vehicle, **each person's port pass must be presented at the reader before passing through the gate**. Only **one vehicle at a time** may pass through the gate during the gate opening time.

If a vehicle damages an access gate, its mechanism, an adjacent fence or any other TRPA property, the driver of the vehicle will be responsible for the repair or replacement costs.

6.0 DESIGNATED GATE

6.1 Somavrac scale

When the use of the Somavrac scale is required, the vehicle must use the secondary gate on Père-Garnier Street. The driver and passengers must all be in possession of a port pass (see Section 5.2).

7.0 SECURITY REGULATIONS

7.1 *Canada Labour Code* compliance

The restricted areas of the Port of Trois-Rivières are areas where handling, transshipment and transportation of goods by vessel, truck and train are carried out. Vigilance and caution are required.

In accordance with the *Canada Labour Code*, it is the responsibility of the employer operating within the Port area to inform all employees and visitors of the security regulations and standards applicable within the Port perimeter: wearing of safety helmets, safety vests, safety boots and safety glasses. Employers operating within the Port area may establish additional guidelines and instructions to ensure the safety of their employees and visitors.

8.0 APPLICABLE GUIDELINES

8.1 Port of Trois-Rivières traffic guidelines (R-06)

The holder of a port pass must comply with the *Port of Trois-Rivières traffic guidelines* (E-06).

Non-compliance with traffic and signage regulations may result in suspension or revocation of the port pass.

8.2 Guidelines for management of non-compliance with the safety and security regulations (E-04)

The holder of a port pass must comply with the *Guidelines for management of non-compliance with the safety and security regulations* (E-04).

Non-compliance with traffic and signage regulations may result in suspension or revocation of the port pass.

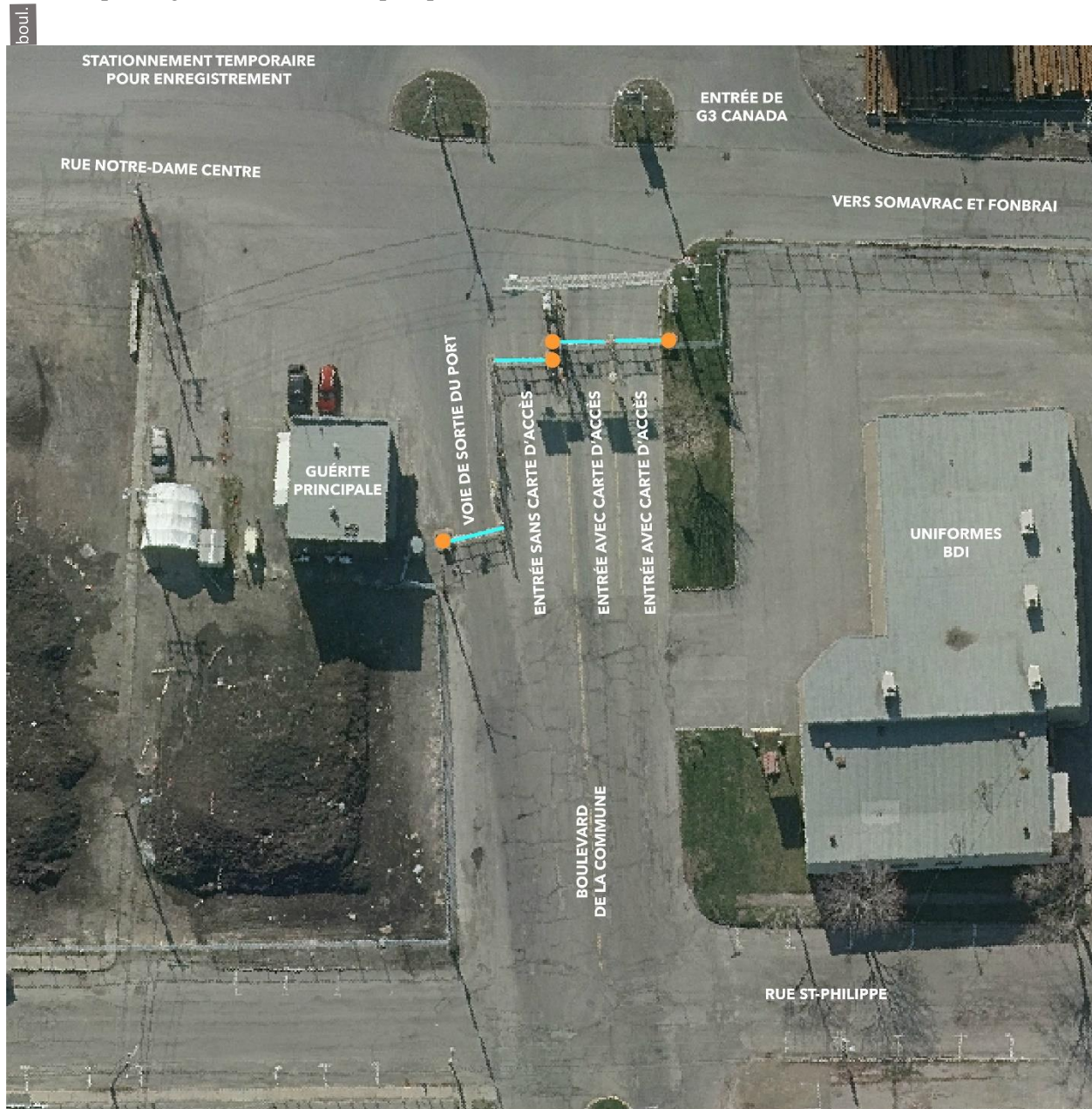
Appendix A

MAIN ENTRANCE (DE LA COMMUNE)

The main entrance is located at the intersection of De la Commune Boulevard and Notre-Dame Centre Street. It is comprised of three (3) entrance lanes and one exit lane.

The two (2) lanes located on the west side are dedicated to port pass holders in order to ensure a **quick and smooth** flow of traffic into the Port.

The east entrance lane, located closest to the main gate, is dedicated to vehicles where one of the occupants, driver or passenger, does not have a port pass (see Section 5.1).



SECONDARY ENTRANCE (PÈRE-GARNIER)

The secondary entrance is **exclusively reserved for trucks with port passes** and transporting products for the **Somavrac Group**.

Drivers who do not have a port pass must proceed to the main entrance in order to be escorted by a representative of a company working at the Port of Trois-Rivières (see Section 1).

To avoid congestion, anyone driving a freight truck must respect the road signs which require the vehicle to stop at the stop line and wait for authorization from the Somavrac Group to proceed.

