

# Info Source

## Sources of Federal Government and Employee Information 2013

Great Lakes Pilotage Authority

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### General Information

#### Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities - Atlantic, Laurentian, Great Lakes and Pacific - are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Ltd. was established in February 1972 pursuant to the Pilotage Act, incorporated as a limited company in May 1972, and was continued under the Canada Business Corporations Act. Until October 1st, 1998, it operated under the name of Great Lakes Pilotage Authority, Ltd. Pursuant to the Marine Act, which received Royal Assent on June 11 1998, the name of the Authority was changed to Great Lakes Pilotage Authority and the Authority is deemed to have been established under subsection 3(1) of the Pilotage Act. The Authority is a Crown corporation listed in Schedule III, Part I of the Financial Administration Act. On October 1st, 1998, the Authority ceased to be a subsidiary of the St. Lawrence Seaway Authority and has initiated a process to surrender its charter under the Canada Business Corporations Act.

Per the current Pilotage Act (R.S.C., 1985, c.P-14), Great Lakes Pilotage Authority is established as a body corporate consisting of a Chairperson and not more than 6 other members. On the recommendation of the Minister and after consultation with members of the Authority and with the users of its services, the Governor in Council may appoint the Chairperson of an Authority to hold office during pleasure for the term that the Governor in Council considers appropriate. Each of the other members of an Authority shall be appointed by the Minister, with the approval of the Governor in Council, to hold office during pleasure for a term, not exceeding four years, that will ensure, as far as possible, the expiration in any one year of the terms of office of not more than one half of the members.

### **Responsibilities**

The role and objectives of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; all waters in the Province of Quebec south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the provinces of Ontario and Manitoba. Pilotage in the international waters within the boundaries is shared with United States of America Pilot Corporations, which are under the direction of the United States Coast Guard, as agreed under a memorandum of arrangements between Canada and the United States. The Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

### **Institutional Functions, Programs and Activities**

The Great Lakes Pilotage Authority consists of a part-time Chairman and six members appointed by the Governor in Council with a full time Chief Executive Officer appointed by the Board of Directors. The Authority's head office is located in Cornwall, Ontario. Both the Eastern District and the Western District operations offices are located at headquarters. All management, administrative, personnel, financial contracts and purchasing services are provided by the Cornwall office. The Authority is a Crown corporation, responsible to Parliament through the Minister of Transport.

### **INFORMATION HOLDINGS**

## **Pilotage Services**

**Description:** Information on provision of Pilotage Services within the Great Lakes region.

**Document Types:** Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs.

**Record Number:** GLPA OPE 005

- **Accounts Payable Files**

**Description:** Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. Access to this bank will require a name, address and the date of the account.

**Class of Individuals:** Individuals, firms, employees.

**Purpose:** The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority.

**Consistent Uses:** The consistent uses are for payment records of goods and services received.

**Retention and Disposal Standards:** Original accounts payable vouchers, together with supporting documentation is seven years.

**RDA Number:** Under development

**Related Record Number:** GLPA OPE 005

**TBS Registration:** 004077

**Bank Number:** GLPA PPU 020

- **Accounts Receivable Files**

**Description:** Files contain the names and addresses of firms and individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to this bank will require a name and address.

**Class of Individuals:** Individuals and firms

**Purpose:** The purpose of this bank is to maintain information on monies owing to the Authority.

**Consistent Uses:** The consistent uses are for receivable records on services provided to the shipping industry.

**Retention and Disposal Standards:** The retention period is six years

**RDA Number:** Under development

**Related Record Number:** GLPA OPE 005

**TBS Registration:** 004076

**Bank Number:** GLPA PPU 015

- **Procurement**

**Description:** Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. Access to this bank will require purchase order number and the name and address of suppliers.

**Class of Individuals:** Contracting firms

**Purpose:** The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment.

**Consistent Uses:** The files may be used as research for future purchases.

**Retention and Disposal Standards:** The retention period for purchase orders and supporting documents is five years.

**RDA Number:** Under development

**Related Record Number:** GLPA OPE 005

**TBS Registration:** 004075

**Bank Number:** GLPA PPU 010

- **Register of Pilots**

**Description:** This bank contains information on physical characteristics, licences, certificates and pilots' accidents and incidents. Access to this bank will require a name and address.

**Class of Individuals:** Pilots.

**Purpose:** The purpose of this bank is to retain a register of certificates and qualifications for pilots required under the Pilotage Act. Access to this bank will require a name and address

**Consistent Uses:** The information is used for reference purposes

**Retention and Disposal Standards:** Information in this bank is retained permanently for archive purposes.

**RDA Number:** Under development

**Related Record Number:** GLPA OPE 005

**TBS Registration:** 004079

**Bank Number:** GLPA PPU 030

- **Service Contracts**

**Description:** The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. Access to the bank will require the contract number and description of the service.

**Class of Individuals:** Firms

**Purpose:** The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation.

**Consistent Uses:** The files may be referred to for future contracts.

**Retention and Disposal Standards:** The retention period for Service Contracts is ten years

**RDA Number:** Under development

**Related Record Number:** GLPA OPE 005

**TBS Registration:** 004074

**Bank Number:** GLPA PPU 005

## **Tariffs**

**Description:** Information on setting of Tariffs for the provision of pilotage services; also conduct and results of negotiations on setting of Tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

**Document Types:** Pilotage Tariffs.

**Record Number:** GLPA OPE 010

## **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; 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.

### **HUMAN RESOURCES MANAGEMENT**

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/or plans.

- Compensation and Benefits
  - Pay and Benefits
- Human Resources Planning
- Recruitment and Staffing
  - Applications for Employment
  - Employee Personnel Record

### **TRAVEL AND OTHER ADMINISTRATIVE SERVICES**

Travel and Other Administrative Services include Government of Canada (GC) travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Boards, Committees and Councils
  - Governor in Council Appointments
  - Members of Boards, Committees and Councils

## **Manuals**

- Accounting Procedures
- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules

## **Additional Information**

Please see the Introduction to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Each request made to the Great Lakes Pilotage Authority under the Access to Information Act, must be accompanied by an application fee of \$5.00, cheque or money order made payable to the Great Lakes Pilotage Authority. The Access to Information and Privacy Coordinator is Kim Pecore.

For additional information about the programs and activities of the Great Lakes Pilotage Authority, please contact:

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202 Pitt Street, 2nd Floor  
P.O. Box 95  
Cornwall, Ontario K6H 5R9

Telephone: 613-933-2991

Website: [www.glpa-apgl.com](http://www.glpa-apgl.com)

e-mail: [administration@glpa-apgl.com](mailto:administration@glpa-apgl.com)

## **Reading Room**

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

202 Pitt Street East, 2nd Floor  
Cornwall, Ontario