

Great Lakes Pilotage Authority's



Canada 2025 Info-Source



Great Lakes Pilotage
Authority

Administration de pilotage
des Grands Lacs

Info Source

Sources of Federal Government and Employee Information 2025

Great Lakes Pilotage Authority

Updated March 24th, 2025

Introduction to Info Source

Info Source describes the information holdings related to programs and activities of government institutions subject to the *Access to Information Act*¹ to facilitate the right of access. It also provides individuals, including current and former employees of the Government of Canada, with relevant information on how to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*. An index of institutions that are subject to the *Access to Information Act* and the *Privacy Act* is available centrally. The *Access to Information Act* and the *Privacy Act*² assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Table of Contents

General Information

- [Background](#) (art 4.5)
- [Responsibilities](#) (art 4.6)

Institutional Programs and Activities (art 4.7)

- Institution-specific content
- Internal services

Classes of personal information (art 4.8)

[Manuals](#) (Art 4.9)

[Additional Information](#) (art 4.10)

¹ Access to Information Act (R.S.C., 1985, c. A-1), Current to February 17, 2025, Amended January 31, 2025

² Privacy Act (R.S.C., 1985, c. P-21), Current to February 17, 2025, Amended January 31, 2025

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. The *Pilotage Act* was enacted in 1972 and provides the legislative framework for pilotage services in Canada and establishes the four Pilotage Authorities as Crown corporations: the Atlantic Pilotage Authority (APA), the Great Lakes Pilotage Authority (GLPA/Authority), the Laurentian Pilotage Authority (LPA), and the Pacific Pilotage Authority (PPA). Each of the Pilotage Authorities has a mandate to establish and operate safe and efficient pilotage services in their respective regions, and is 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 later continued under the *Canada Business Corporations Act*.³ Until October 1, 1998, it operated under the name of *Great Lakes Pilotage Authority, Ltd.* Pursuant to the *Canada Marine Act*⁴, which received Royal Assent on June 11 1998, the name of the Authority was changed to *Great Lakes Pilotage Authority (GLPA/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*⁵. On October 1, 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*.

Pursuant to the current *Pilotage Act*, the Great Lakes Pilotage Authority is established as a body corporate consisting of a Chairperson and no more than six 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 a 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, in a manner that ensures, as far as possible, the expiration in any one year of the terms of office of not more than half of the members.

The *GLPA* reports to Parliament through the Minister of Transport of Canada.

³ Canada Business Corporations Act (R.S.C., 1985, c. C-44), Current to February 17, 2025, Amended on July 20, 2024

⁴ Canada Marine Act S.C. 1998, c. 10, Current to February 17, 2025, Amended on November 27, 2024

⁵ Financial Administration Act (R.S.C., 1985, c. F-11), Current to February 17, 2025, Amended on February 14, 2025

Responsibilities

The objects of an Authority are to establish, operate, maintain, and administer, in the interests of safety of navigation, an efficient pilotage service within the region set out in respect of the Authority. Pilotage services must be provided in a manner that promotes and contributes to the safety of navigation, including the safety of the public and marine personnel, and that protects human health, property and the environment.

The Authority must be provided in an efficient and cost-effective manner, making effective use of risk management tools and taking into consideration technological developments. Finally, the Authority must set pilotage fees at levels that enable it to be financially self-sufficient.

The geographical boundaries under the responsibility of the GLPA are all waters: the compulsory pilotage areas are as follows:

- (a) *Cornwall District*, being the Canadian waters of the St. Lawrence River between the northern entrance to St. Lambert Lock and the pilot boarding station near St. Regis in Quebec;
- (b) *International District 1*, being the Canadian waters of the St. Lawrence River between the pilot boarding station at the Bertrand H. Snell Lock and a line drawn from Carruthers Point light in the Port of Kingston, in Ontario, on a true bearing of 127°, through Wolfe Island South Side Light and extended to the shore of the State of New York;
- (c) *International District 2*, being:
 - (i) all the waters of the Welland Canal between the following geographic limits:
 - (A) in the southern approach, within an arc drawn one mile southward of the outer light on the western breakwater at Port Colborne; and
 - (B) in the northern approach, within an arc drawn one mile northward of the western breakwater light at Port Weller;
 - (ii) the Canadian waters of Lake Erie westward of a line running approximately 206° true from the Southeast Shoal light to Sandusky Pierhead Light at Cedar Point in the State of Ohio; and
 - (iii) the Canadian waters of the connecting channels between Lake Erie and Lake Huron;
- (d) *International District 3*, being the Canadian waters of St. Mary's River connecting Lake Huron and Lake Superior, as far as, in the northern approach, longitude 84°33'W.;
- (e) the Canadian waters of Lakes Ontario, Erie, Huron and Superior, other than the waters in the compulsory pilotage areas established under paragraphs (a) to (d); and
- (f) the navigable waters within the limits of the Port of Churchill, Manitoba.

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 Programs and Activities

Institution-specific content (Information holdings)

The Great Lakes Pilotage Authority consists of a part-time Chairperson and six members appointed by the Governor in Council, along 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.

Definition(s):

Program (s): An activity or group of related activities that are managed together within an institution to meet a specific public need, including internal services. An institution may identify programs and activities by referring to its Departmental Reporting Framework, corporate plans, annual reports, business plans, website or records classification system.

Activity (ies): An action or set of actions undertaken by an institution while delivering that institution's programs and services, including internal services. Multiple activities may be undertaken within a single program. An institution may identify programs and activities by referring to its Departmental Reporting Framework, corporate plans, annual reports, business plans, website or records classification system.

Pilotage Services

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

Document Types: Dispatching records; pilotage licenses; 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, along with 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 requires 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 amounts owing, and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to this bank requires 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 requires a 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, licenses, certificates and pilots' accidents and incidents. Access to this bank requires 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 requires 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 requires 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 include: 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.

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

Classes of personal information

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.

- Occupational Health and Safety
- Compensation and Benefits
- Pay and Benefits
- Human Resources Planning
- Recruitment and Staffing
- Applications for Employment
- Employee Personnel Record
- Medical records and personal information
- Employee equity and diversity
- Official languages

Manuals

- Accounting Procedures
- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot License(s) 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 \$25.00, cheque or money order made payable to the *Great Lakes Pilotage Authority*. The Access to Information and Privacy Coordinator; administration@glpa-apgl.com.

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

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

Telephone: 613-933-2991

Website: www.glpa-apgl.com

e-mail: 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