



INFO SOURCE

Sources of Federal Government and Employee Information

LAURENTIAN PILOTAGE AUTHORITY

1. INTRODUCTION TO INFO SOURCE

Info Source describes the programs and activities, and the information holdings related to programs and activities, of government institutions subject to the [Access to Information Act](#) to facilitate the right of access. It also provides individuals, including current and former employees of the Government of Canada, with relevant information to access personal information about themselves held by government institutions subject to the [Access to Information 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](#) assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

2. HISTORIC AND LEGISLATIVE FOUNDATION

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 Laurentian Pilotage Authority (“LPA” or “Authority”), a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972.

The Authority is governed by the [Pilotage Act](#) and Regulations. For the purpose of the [Financial Administration Act](#), the Laurentian Pilotage Authority is a corporation specified in Schedule III, Part I of that Act.



3. RESPONSIBILITIES

Mission

The LPA’s mission is to provide effective and efficient pilotage services that promote the safety of navigation, including the safety of the public and marine personnel, on the St. Lawrence and Saguenay Rivers, and in the Gulf of St. Lawrence. Financially self-sufficient, the LPA conducts its activities with a view to protecting human health, property and the environment. It also employs sound risk management and state-of-the-art technology.

Mandate

The Authority is the gateway to marine pilotage services on the waters of the St. Lawrence and the Saguenay Rivers. It is a turnkey organization. Its legislative mandate is based on the following four founding¹ principles:

1. The provision of pilotage services contributes to navigation safety, including the safety of the public and marine personnel; it is also aimed at protecting human health, property and the environment;
2. The provision of pilotage services is effective and efficient;
3. Risk management tools are used effectively and technological development is taken into account;
4. The LPA’s pilotage charges are designed to enable it to be financially self-sufficient.

The LPA reports to the government through the Minister of Transport and is accountable to the Parliament of Canada for its actions.

4. INSTITUTIONAL PROGRAMS AND ACTIVITIES

Institution-specific content

This subsection describes all programs, activities, classes of records (“CoRs”) and personal information banks (“PIBs”) that are specific to the LPA. “Specific” in this context means that these programs, activities, CoRs and PIBs are not common to most institutions; or a small number of institutions have similar programs.

¹ [Pilotage Act \(R.S.C., 1985, c. P-14\)](#)



Pilotage Services

A pilot licensed or certified takes the conduct of every ship of a certain size navigating the St. Lawrence River between Les Escoumins and Montréal, or on the Saguenay River. When a ship requires pilotage services, the LPA is contacted and assigns a pilot, in some circumstances two pilots to the same ship, and boards the ship where it enters the designated compulsory pilotage area.

Pilotage Services

Description : documentation on pilotage services provided in compulsory pilotage areas served by the LPA.

Document types : service contracts, transshipment service contracts, dispatch documents, pilotage licenses and certificates, assignments, fees, pilot boats fees, accident and incident reports, international shipping documents, marine simulator, risk studies.

Disclosure summaries : no such disclosure has occurred.

Record Number : LPA OPE 005

Register of Pilots and Apprentice Pilots and certificates holders

Description : this record describes information on licences, certificates and marine accidents and incidents of pilots and apprentice pilots bound by contract with the LPA and certificate holders. This record retains a register of licences, certificates and qualifications required to demonstrate that pilots, apprentice pilots and certificate holders comply with the requirements of the *Pilotage Act* as to their ability to carry out their duties.

Retention and Disposal Standards : these records are retained in LPA's office two (2) years from the date which the pilots or apprentice pilots or certificate holders cease to be employed and then are sent to the National Archives of Canada.

Document types : evaluation criteria, procedures, policies.

Disclosure summaries : no such disclosure has occurred.

MIDA Number : 2020/001

TBS Registration : 003687

Record Number : LPA PPU 030



Pilotage Charges

Description : information regarding the establishment of pilotage charges for the provision of compulsory pilotage services, as well as on the conduct and results of consultations on the establishment of these pilotage charges in the various districts served by the LPA.

Document types : notice, details and principles, announcement, procedure for establishing pilotage charges.

Disclosure summaries : no such disclosure has occurred.

Record Number : LPA 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: [Acquisitions](#); [Communications Services](#); [Financial Management](#); [Human Resources Management](#); [Information Management](#); [Information Technology](#); [Legal Services](#); [Management and Oversight Services](#); [Material](#); [Real Property](#); [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.

Acquisitions

Acquisition Services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Professional Services Contracts](#)



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 the 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](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Internal Communications](#)
 - [Public Communications](#)

Financial Management

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](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Accounts Payable](#)
 - [Accounts Receivable](#)
 - [Acquisition Cards](#)

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.

- [Awards \(Pride and Recognition\)](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Recognition Program](#)



- [Classification of Positions](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Staffing](#)
- [Compensation and Benefits](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Attendance and Leave](#)
 - [Pay and Benefits](#)
- [Employment Equity and Diversity](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Employment Equity and Diversity](#)
- [Hospitality](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Hospitality](#)
- [Human Resources Planning](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Human Resources Planning](#)
- [Labour Relations](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Canadian Human Rights Act – Complaints](#)
 - [Discipline](#)
 - [Grievances](#)
 - [Harassment](#)
 - [Disclosure of Wrongdoing in the Workplace](#)
 - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct](#)



- [Occupational Health and Safety](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Employee Assistance](#)
 - [Harassment](#)
 - [Occupational Health and Safety](#)
- [Official Languages](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Official Languages](#)
- [Performance Management Reviews](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Discipline](#)
 - [Performance Management Reviews](#)
- [Recruitment and Staffing](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Applications for Employment](#)
 - [Employee Personnel Record](#)
 - [Personnel Security Screening](#)
 - [Staffing](#)
 - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct](#)
- [Relocation](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Relocation](#)
- [Training and Development](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Training and Development](#)



Information Management

Information Management Services involve activities undertaken 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](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Access to Information Act and Privacy Act Requests](#)
- [Information Management](#)
 - **Disclosure summaries** : no such disclosure has occurred.

Information Technology

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](#)
 - **Disclosure summaries** : no such disclosure has occurred.

Legal services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal services](#)
 - **Disclosure summaries** : no such disclosure has occurred.

Management and Oversight Services

Management and Oversight 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.

- [Cooperation and Liaison](#)



- **Disclosure summaries** : no such disclosure has occurred.
- [Executive Services](#)
 - **Disclosure summaries** : no such disclosure has occurred.
- [Internal Audit and Evaluation](#)
 - **Disclosure summaries** : no such disclosure has occurred.
- [Planning and Reporting](#)
 - **Disclosure summaries** : no such disclosure has occurred.

Material

Material Services involve activities undertaken to ensure that material can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Materiel Management](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

Real Property

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management](#)
 - **Disclosure summaries** : no such disclosure has occurred.

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 services categories.

- [Administrative Services](#)
 - **Disclosure summaries** : no such disclosure has occurred.



- [Parking](#)
- [Boards, Committees and Council](#)
 - **Disclosure summaries** : Privy Council Office.
 - [Governor in Council Appointments](#)
 - [Members of Boards, Committees and Councils](#)
- [Business Continuity Planning](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Business Continuity Planning](#)
- [Security](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Identification Cards and Access Badges](#)
- [Travel](#)
 - **Disclosure summaries** : no such disclosure has occurred.
 - [Travel](#)

5. CLASSES OF PERSONAL INFORMATION

In the course of conducting the programs and activities of the LPA, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes identification cards, staffing, training, grievances, official languages, disciplinary measures, occupational safety and health, parking and travelling expenses. This information is store as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the LPA and to whom it was addressed.

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



6. MANUELS

List of all manuals (instructions, guides or written procedures) used by employees to administer or execute institutional programs and activities that affect the public, and which may be fully or partially published;

- Service Contracts
- Transshipment contract services
- Dispatching Procedures
- Accident and incident Reports and Investigations
- Pilot and apprentice pilot Licence Register

7. ADDITIONAL INFORMATION

For general information about making a request for access to information or personal information, see [Make an access to information or personal information request](#).

To make a request for information online, access the [Access to Information and Personal Information Online Request Service](#).

To make a request for information under the *Access to Information Act* or the *Privacy Act* by mail, mail your letter or completed [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5 application fee for a request under the *Access to Information Act*), to the following address:

Laurentian Pilotage Authority
[Legal Officer and Corporate Secretary](#)
999, De Maisonneuve Blvd. West, Suite 1410
Montreal (Quebec) H3A 3L4

In accordance with the *Access to Information Act* and the *Privacy Act*, an area on the premises will be made available to review original materials on site if that is the applicant's preference (and it is practical to do so), or if it is not practical to create copies of the material.

Please note: Each request made to Laurentian Pilotage Authority under the *Access to Information Act* must be accompanied by an application fee of \$5. For requests made online, this is paid at the time of



application via credit card. For requests made by mail, this should be paid by enclosing cheque or money order made payable to LPA.

The Government of Canada encourages the release of information through requests outside of the formal request processes. To make an informal request, please use the herein above mentioned contact information.

You may also wish to search summaries of completed access to information requests for which LPA has already provided responses., This information may be easily obtained by reviewing available open data regarding LPA on [this link](#).

LPA conducts privacy impact assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented.