

Info Source

Sources of Federal Government and Employee Information 2017

Pacific Pilotage Authority

Table of Contents

General Information

- [Background](#)
- [Responsibilities](#)

Institutional Functions, Programs and Activities

- [Manuals](#)

Additional Information

- [Reading Room](#)

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.

Pacific Pilotage Authority was incorporated pursuant to the Pilotage Act on February, 1972 as a Crown corporation under Schedule III, Part I of the Financial Administration Act.

The Pacific Pilotage Authority is in general governed by the following: Canada Shipping Act; Pilotage Act; General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority consists of a chairman, and six members appointed by the Governor in Council.

The Authority's head office is located in Vancouver, British Columbia. All management services - administrative, personnel, financial, contracts, purchasing, etc., are provided by the Vancouver office.

Institutional Functions, Programs and Activities

Board of Directors

The Board of Directors of the Authority is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control. The Board exercises this responsibility through an Audit Committee, which meets regularly with management and the auditor.

Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Branch

This Branch provides pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

INFORMATION HOLDINGS

Pilotage Services

Description: Information on the provision of Pilotage Services within the Pacific Region.

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

Record Number: PPA OPE 005

- **Registry of Marine Pilots**

Description: This bank describes information on individuals carrying out duties of pilotage for the purpose of monitoring the certification qualifications. The personal information collected may include individual's name, address, telephone and cellular numbers, email address, emergency contacts, beneficiaries, license certification, date of birth, gender, social insurance number (SIN); home address; citizenship; employment history and fit or not fit for duty status. Personal information such as name, telephone numbers, relationship to the pilot, etc. of emergency contacts and/or beneficiaries may also be recorded.

Class of Individuals: Licensed marine pilots and apprentice pilots employed by or contracted by the Authority, beneficiaries and dependents.

Purpose: This register information is collected as required by the Pilotage Act for the purpose of monitoring the certification qualifications of pilots.

Consistent Uses: Information is also provided to various provincial health insurance plans and group insurers for provision of health benefits and to Public Works and Government Services Canada for pension purposes.

Retention and Disposal Standards: Records of current employees are retained for two years after conclusion of employment and then sent to Federal Public Archives. Records on contracted pilots are retained for twenty years after they are no longer employed and then destroyed.

RDA Number: 99/024

Related Record Number: PPA OPE 005

TBS Registration: 004147

Bank Number: PPA PPU 030

Tariffs

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

Document Types: Setting of Tariffs; tariff charges; pilotage services; CTC hearings

Record Number: PPA 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.

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
 - **Service Contracts**

Description: These files describe information pertaining to awarded contracts; listing of suppliers providing specific services; documentation leading towards contracts and signed contracts between the Authority and successful suppliers. They can be accessed by providing contract number and description of service.

Class of Individuals: The information relates to general suppliers of contracted services.

Purpose: The information was obtained for the purpose of recording reference data, past performance, historical experience, etc. to solicit or obtain services for operational requirements.

Consistent Uses: Consistent uses are the procurement or purchase of supplies and services.

Retention and Disposal Standards: Records are retained for five years and then destroyed.

RDA Number: 99/003

Related Record Number: PPA PRN 912

TBS Registration: 004143

Bank Number: PPA PPU 005

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
 - **Accounts Payable Files**

Description: This bank describes a record of payments with financial details and account numbers of individuals or firms involved in supply of goods and services. File is alphabetical by name of firm or individual. Voucher and payments are maintained in hard copy and in date sequence. Documents from the current and past year are in hard copy. Access to this bank is obtained by providing the name of the supplier, account number, date, and identification of goods supplied.

Class of Individuals: This information relates to general firms or individual suppliers of received services and goods.

Purpose: The information was obtained for reference and payment purposes.

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

Retention and Disposal Standards: Records are retained for three years and then destroyed.

RDA Number: 99/004

Related Record Number: PPA PRN 914

TBS Registration: 004145

Bank Number: PPA PPU 020

- **Accounts Receivable Files**

Description: This bank describes records of invoicing and payments received; details on outstanding accounts; accounts receivable statements and aged receivable listings. Access to this bank can be obtained through name, address, date, number and details of invoice.

Class of Individuals: This information relates to general agents and ship owners using the pilotage services.

Purpose: The information was obtained for reference on monies received and outstanding accounts.

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

Retention and Disposal Standards: Records are retained for three years and then destroyed.

RDA Number: 99/004

Related Record Number: PPA PRN 914

TBS Registration: 004144

Bank Number: PPA PPU 015

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)
- Classification of Positions
 - Staffing
- Compensation and Benefits
 - Attendance and Leave
 - Pay and Benefits
- Human Resources Planning
- Labour Relations

- Discipline
- Grievances
- Occupational Health and Safety
 - Occupational Health and Safety
 - Vehicle, Ship, Boat and Aircraft Accidents
- Official Languages
- Performance Management Reviews
 - Discipline
- Recruitment and Staffing
 - **Application for Employment File**
Description: This bank describes a hard copy file of resumes of applicants having the special marine or boat crew skills and training required for the operational functioning of the Authority. Access to this file requires name, address and date of application.
Class of Individuals: This information relates to prospective qualified applicants for employment.
Purpose: The information was obtained to record names of qualified applicants to fill open positions as the need arises.
Consistent Uses: Consistent uses are for copies of applications for employment.
Retention and Disposal Standards: Records are retained for one year and then destroyed.
RDA Number: 98/001
Related Record Number: PPA PRN 920
TBS Registration: 004146
Bank Number: PPA PPU 025
 - Applications for Employment
 - Employee Personnel Record
 - Staffing

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.

- Information Management

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

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.

- Executive Services
 - Executive Correspondence
- Internal Audit and Evaluation
- Planning and Reporting

MATERIEL

Materiel Services involve activities undertaken to ensure that materiel 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
 - Vehicle, Ship, Boat and Aircraft Accidents

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

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.

- Access to Information and Privacy
 - Access to Information and Privacy
- Administrative Services
- Boards, Committees and Councils

- **Pacific Pilotage Board of Directors**
Description: This bank describes information about Governor in Council appointments to the PPA Board of Directors including brief details relating to nominees and existing members of the Board. Personal information collected includes full name, home address, email address, work/home telephone and fax numbers, SIN, language preferences, resumes, biographies, photograph, affiliation medical information accommodation preferences, record of travel expenses, correspondence, honoraria and appointment and resignation dates if applicable.
Class of Individuals: Existing and former directors of the Board.
Purpose: The purpose of this information is to manage the selection and appointment of the members to the Board. The information is also used to manage the administration of expenses and to communicate with the members as required.
Consistent Uses: The information about the Board of Directors is used for planning purposes. Biographies are created which are used to prepare news releases and are sometimes published on the PPA web site with the members consent. The member's name, photograph and affiliation are published on the PPA web site with the member's consent. Security clearances are conducted by the Privy Council Office (PCO) Governor in Council Personal Records (PCO PPU 020). The SIN is collected for Income Tax purposes under the authority of the Income Tax Act (CRA PPU 150).
Retention and Disposal Standards: Records are retained for ten years after the last administrative action and then destroyed.
RDA Number: 98/005
Related Record Number: PPA PRN 938
TBS Registration: 007072
Bank Number: PPA PPU 035

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

- Business Continuity Planning
 - Business Continuity Planning
- Proactive Disclosure
 - Travel
- Security
- Travel
 - Travel

Manuals

- 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 Pacific Pilotage Authority Canada under the Access to Information Act, must be accompanied by an application fee of \$5.00, cheque or money order made payable to the Pacific Pilotage Authority Canada.

For additional information about the programs and activities of Pacific Pilotage Authority Canada, please contact:

1130 West Pender Street, Suite 1000
Vancouver, British Columbia V6E 4A4

Telephone: 604-666-6771

Facsimile: 604-666-1647

E-mail: info@ppa.gc.ca

Website: www.ppa.gc.ca

Reading Room

In accordance with the Access to Information, an area has been designated as a public reading room. The address is:

1130 West Pender Street, Suite 1000
Vancouver, British Columbia