

B Pilotage Services in Canadian Waters

23 General Information on Pilotage Service

1 PILOTAGE MESSAGES - GENERAL

Masters of vessels requiring a pilot are reminded that a request for such service must be submitted in sufficient time to enable the pilot to meet the vessel.

The message should include the following:

- (a) The time in UTC that the pilot is required on board.
- (b) The place the vessel is to be boarded.
- (c) The duty to be performed.
- (d) Whether or not the vessel has been granted radio pratique.

The minimum notice of a vessel's ETA at the pilot stations that is required to avoid delay in obtaining a pilot is shown below for various pilotage districts. ETA's must be revised if necessary prior to arrival at the pilotage station.

2 PILOT MESSAGES - GREAT LAKES

1.0 GENERAL

To ensure safe and efficient pilotage services within the Great Lakes region, it is essential that ship owners, agents, or masters follow the following instructions for requesting a pilot that outline the required information, notification timelines, and contact details for arranging pilotage services for arrivals, departures, and transits through key areas such as St-Lambert Lock and other Great Lakes ports. Compliance with these requirements helps the Great Lakes Pilotage Authority (GLPA) coordinate pilot availability and maintain operational safety standards.

2.0 HOW TO REQUEST A PILOT

2.1 Required Information for Arrival/Departure:

- Name of the vessel;
- Call sign;
- Port of registry;
- Lloyd's registry number;
- Length overall;
- Breadth;
- Moulded depth;
- Gross tonnage;
- Net Tonnage;
- Deadweight;
- Deepest draft;
- Speed;
- Last port of call;
- Destination;
- Agent of the ship and/or billing agent;
- Type of cargo carried.

2.2 Ships Upbound Entering the Seaway at St-Lambert Lock:

- Provide 12 hours notice (prospect) before the ship's estimated time of arrival at St-Lambert Lock;
- Confirm the pilot requirement six (6) hours (order) before the ship's estimated time of arrival at St-Lambert Lock.

For additional information or clarification, please contact our Eastern Dispatchers at:

Phone: 1 (613) 933-2991 Ext. 210 or 1 (877) 879-0607

Email: cornwalldispatcheastern@glpa-apgl.com

2.3 Ships Departing any Port within the Great Lakes Region:

- Provide 12 hours notice (prospect) before the ship's estimated time of departure from a Great Lakes region port;
- Confirm the pilot requirement six (6) hours (order) before the ship's estimated time of departure.

For information regarding the Eastern Region (St-Lambert to Cape Vincent). Please contact our Eastern dispatchers at:

Phone: 1 (613) 933-2991 Ext. 210 or 1 (877) 879-0607

Email: cornwalldispatcheastern@glpa-apgl.com

For additional information regarding the Western Region (Cape Vincent to Port Huron), please contact our Western dispatchers at:

Phone: 1 (613) 933-2991 Ext. 211 or 1 (877) 879-0607

Email: cornwalldispatchwestern@glpa-apgl.com

2.4 International District No. 3

For International District no. 3 (Lake Huron, St. Mary's River and Lake Superior), please contact our Western Region dispatchers at:

Phone: 1 (613) 933-2991 Ext. 211 or 1 (877) 879-0607

2.5 To Contact our U.S. counterparts:

- District no. 1: Seaway Pilots Association: 1 (315) 705-2153
- District no. 2: Lakes Pilots Association: 1 (810) 982-1762
- District no. 3: Western Great Lakes Pilots Association: 1 (715) 392-5200

3.0 HOW TO CANCEL/MODIFY A PROSPECT OR ORDER

3.1 Agents or masters can place a prospect (12 hours notice) with a possibility to make two (2) changes. After three (3) prospects, the agent or master needs to put in a firm order or cancel and restart the cycle.

3.2 All prospect changes and order confirmation must be communicated to the dispatcher 6 hours prior to the estimated time of departure of a port, anchorage or arrival inbound at St-Lambert Lock.

Example: Prospect for departure is placed for 11:00/15, a prospect change or confirmation of order must be initiated and received by the dispatcher by 05:00/15.

3.3 A prospect change cannot be extended past 12 hours from the intended estimated time of departure from a port, anchorage or arrival inbound at St-Lambert Lock.

Example: The prospect for departure is for 11:00/15. The agent communicates to the dispatcher his/her intention to change the prospect. The new prospect cannot extend past 23:00/15. There are no charges for prospect cancellation.

3.4 If the prospect cycle is cancelled at any time, a new prospect can only be started on or after the intended time of the previous prospect.

Example: The prospect for departure is for 11:00/15 and the agent cancel at 05:00/15. If a new prospect is immediately initiated the new prospect can only be started at 11:00/15 for a 23:00/15 departure time.

3.5 If an order is cancelled, cancellation charges will apply. A new 12-hour prospect will be required before placing a new order. A new 12-hour prospect can be initiated at anytime.

3.6 A prospect or order may be waived with the permission of an officer of the Authority or his/her delegate if a pilot is available. Additional charges apply.

3 PILOT MESSAGES - GULF AND RIVER ST. LAWRENCE

(Extract from the *General Pilotage Regulations* Part 2, Division 2 Laurentian Pilotage Authority)

Arrival Notices:

7(1) The owner, master or agent of a vessel arriving in the compulsory pilotage area at the Les Escoumins pilot boarding station must provide the following, as applicable

- (a) For vessels arriving from a location east of the Strait of Belle Isle, Cabot Strait, or Canso Strait:
 - (i) An initial notice 24 hours before the vessel's estimated time of arrival (ETA).
 - (ii) A second notice 12 hours before the ETA.
 - (iii) A final notice to confirm or adjust the ETA 6 hours prior to the ETA.
- (b) For vessels arriving from a location west of the Strait of Belle Isle, Cabot Strait, or Canso Strait:
 - (i) An initial notice 12 hours before the ETA.
 - (ii) A final notice to confirm or adjust the ETA 6 hours prior to the ETA.

[\[Policy 19.\]](#)

(2) The notices mentioned in subsections (1)a) and b) must be given by calling a coastal marine radio station or a pilot dispatch center.

8 The owner, master or agent of a ship that is to arrive in the compulsory pilotage area from any point above the entrance to St. Lambert Lock shall give notice of the immediate and ultimate destinations of the ship in the compulsory pilotage area by calling the St. Lawrence Seaway Radio Control when passing Iroquois Lock and Beauharnois Lock.

Departure Notices

9 The owner, master or agent of a ship that is to depart from a berth in the compulsory pilotage area for any purpose, other than making a moveage, shall, by calling the pilot dispatch centre,

- a. Provide an initial notice 12 hours before the vessel's departure time.
- b. Provide a final notice at least 4 hours prior to departure to confirm or adjust the departure time.

[\[Policy 7.\]](#)

[\[Policy 19.\]](#)

- Shift Notices in the Ports of Montreal and Quebec:
 - The 3-hour notice aligns with our operational requirements.
- Contact Information:
 - **Email:** Pilote.mtl@apl.gc.ca
 - **Phone:** (514) 496-2156 or 1 (800) 361-0747

Additional operational contacts or details can be provided to facilitate communication between mariners and our teams if required.

Validation of Processes

The described processes, including request transmissions via SCTM centers and adherence to international regulations (SOLAS, IMO), meet our internal requirements.

Points to Monitor

If regulatory or technological changes are anticipated for the upcoming season, we recommend an update in the next edition.

Notices of movage

- 10(1) The owner, master or agent of a ship that is to make a movage shall,
- (a) in any harbour within the compulsory pilotage area other than the Harbour of Montreal or the Harbour of Québec,
 - (i) give a first notice of the estimated time of movage 12 hours before the estimated time of movage, and
 - (ii) give a final notice confirming or correcting the estimated time of movage 4 hours before the estimated time of movage,
 - (b) in the Harbour of Montreal or the Harbour of Québec, give a notice of movage 3 hours before the time of movage.
- (2) The notices referred to in subsection (1) shall be given by calling the pilot dispatch centre.

Optional Notices

- 11(1) Notwithstanding sections 9 and 10, the owner, master or agent of a ship that is to depart or make a movage may within 8 hours after having given the first notice referred to in paragraph 9(a) or subparagraph 10(1)(a)(i), give a second notice confirming or correcting the estimated time of departure from or movage in any compulsory pilotage area.
- (2) If a second notice has been given in respect of a ship pursuant to subsection (1), the time of departure or movage of that ship shall not be later than 12 hours from the time that notice was given.

Required Information

- 12 If the owner, master or agent of a ship gives a notice referred to in subparagraph 7(1)(a)(i) or 7(1)(b)(i), they shall state,
- (a) in the case of the first arrival of the ship in the compulsory pilotage area in any calendar year,
 - (i) the name, nationality, call sign and agent of the ship,
 - (ii) the length, breadth, moulded depth, deepest draft, speed, deadweight tonnage and the largest net registered tonnage of the ship, and
 - (iii) the immediate and ultimate destinations of the ship within the compulsory pilotage area, and
 - (b) in the case of any subsequent arrival, movage or departure of the ship in the compulsory pilotage area in any calendar year,
 - (i) the name, call sign, deepest draft, the speed of the ship and any changes in the information provided under paragraph (a), and
 - (ii) the immediate and ultimate destinations of the ship within the compulsory pilotage area.
- 13 If a ship has on board one or more holders of pilotage certificates who are certificated for the compulsory pilotage area through which the ship is to proceed, the master of the ship shall, each time the ship proceeds through the area, state
- (a) the names of the holders of pilotage certificates and the certificate numbers, and
 - (b) the information specified in subparagraphs 12 (b)(i) and (ii).

14. If in any case referred to in sections 7, 8, 9, 10 or 11, the owner, master or agent of a ship fails without reasonable cause to give the notice required by that section for that case, the Authority is not required to provide that ship with the services of a pilot.

4 PILOT MESSAGES – EAST COAST

Notice to obtain pilots for compulsory – Arrivals and Departures.

The Atlantic Pilotage Authority (APA) has established a central dispatch office in Halifax, N.S. All pilot orders for arrival, departure or moves are placed through the Atlantic Pilotage Authority Dispatch Office (APA DISPATCH). Pilots may still be ordered through any Marine Communications and Traffic Services (MCTS) Centre with a clear request to <<Please forward to Atlantic Pilotage Authority Dispatch, Halifax>>. The name of the port where the pilot is required should be clearly identified.

Only masters, owners or agents may order pilots. To avoid delays in obtaining pilots, the master, owner or agent at the designated ports listed below shall advise APA DISPATCH of the estimated time of arrival (ETA), Universal Coordinated Time (UTC), at the pilot boarding station as indicated in columns 4 and 5. Such notice shall be by one of the following means:

Telephone: 1 (877) 272-3477 (Toll Free)
Fax: 1 (866) 774-2477 (Toll Free) (fax to email direct)

Dispatch E-mail: dispatch@atlanticpilotage.com
Internet address: [Atlantic Pilotage Authority](http://AtlanticPilotageAuthority.com)

Inmarsat Users to Call:
Telephone: 1 (902) 426-7610
Fax: 1 (902) 425-1746 (fax to email direct)
Halifax, N.S. VHF Ch 23

With reference to departures and moves, masters, owners or agents should advise APA DISPATCH with the notice as indicated in column 6.

Placing Calls to Dispatch

When calling dispatch it is of great help if the Dispatcher knows at the outset what type of call is coming in such as “a new order” or “a change in an existing order.” To place a new/original order please follow the guideline for information needed as below:

For a new/original order

- (1) Port
- (2) Vessel Name and Call Sign
- (3) Date of Assignment (order date)
- (4) Type of Order – e.g. Trip, Move, Trial Trip, etc.
- (5) Draught
- (6) Length/Breadth/Moulded Depth
- (7) GRT
- (8) Air Draught (if applicable)
- (9) Certificate Number (if applicable)
- (10) Agent Name
- (11) Caller’s Name
- (12) Taxes: Refer to page 1.5
- (13) Special Instructions
- (14) Hazards/Dangerous Cargo. e.g. H₂S gas concentrations present for tanker vessels.

For a confirmation of order

- (1) Port
- (2) Vessel Name
- (3) Date and Time of Assignment
- (4) Dispatcher will reconfirm original order information
- (5) Caller's name

For a change of order

- (1) Port
- (2) Vessel Call Sign
- (3) Date of Original Assignment
- (4) Agent
- (5) Caller's Name
- (6) Information to be Changed

Facsimile / E-Mail

A facsimile form will be provided to all agents for the convenience of faxing information correctly. This form can also be used to place an order via E-Mail. Please refer to APA web page for a copy of the form.

TAX DECLARATION DOCUMENT

(SAMPLE LETTER)

Atlantic Pilotage Authority
TD Tower, Suite 1801
1791 Barrington Street
Halifax, Nova Scotia B3J 3K9

Dear Sir/Madam:

Please be advised we, _____ act in the capacity of shipping agents and hereby declare all our Principals for which we request services as Agents only, are non-resident, non-registrants. We, therefore, respectfully request all charges for all services rendered to the vessels of our Principals be zero rated. Should the status of any of our Principals change in the future, we undertake to inform you of the same so the appropriate tax rate may be applied.

Yours truly,



Atlantic Pilotage
Authority

Administration de Pilotage
de l'Atlantique



Pilot Order Form

To: ATLANTIC PILOTAGE AUTHORITY

From:

EMAIL: dispatch@atlanticpilotage.com

Date:

Fax to email: 1-866-774-2477

Fax: 1-877-745-3477

Dispatch Phone direct: 1-877-272-3477

Web Site: <https://www.atlanticpilotage.com>

Port: _____

Reason for pilot order: Arrival: _____ Departure: _____ Move: _____

Date required: _____

Time required: _____

Vessel Name: _____

Number of Tugs: _____

IMO number: _____

Draft: _____

Air Draft: _____

Masters Name: _____

Hazards to Report:

H₂S or other hazardous gases: _____ PPM: _____

Mechanical Issues: _____

Illnesses/ Quarantines: _____

Other: _____

Vessel Specs:

Length Overall: _____ Breadth: _____ Moulded Depth: _____

Docking Orders:

Agent Information:

Agent representing vessel: _____ Phone: _____

Local representative: _____

Agent to receive Invoicing / Billing: _____

#	Area	Pilots	Pilot Boarding Station	Tentative ETA (hrs)	Confirm ETA (hrs)	Move / Departure (hrs)	VHF Ch
New Brunswick							
1.	Miramichi Apr. 16 - Dec. 10	Pilots Miramichi	47 07 30 N 64 47 00 W	24	4	4	16
1(a)	Miramichi Dec. 11 - Apr. 15	Pilots Miramichi	45 24 00 N 61 01 00 W	24	12	4	14
	<i>Miramichi Note:</i>	<i>All vessel transits at Miramichi will be subject to risk assessment prior to being accepted for pilotage</i>					
2.	Restigouche (a) Dalhousie (b) Campbellton	Pilots Dalhousie	48 03 12 N 66 15 00 W	12	4	4	16
3.	Saint John	Pilots Saint John	45 10 48 N 66 03 42 W	12	4	4	16 12
	For Tankers and Liquid Natural Gas Carriers, the Compulsory Pilotage Area is extended:	Inbound	45 09 30 N 66 05 48W				
		Outbound	45 10 48 N 66 03 42 W				
4.	Belledune	Pilots Belledune	47 56 00 N 65 48 00 W	12	6	12 Tentative 6 Confirm (see Note 1)	16
		<i>Note 1: A departure time within 12hrs of arrival time must be confirmed within one hour of vessel being secured on arrival</i>					
Newfoundland							
	Bay of Exploits						
	(a) Botwood May 15 - Jan 1 Depending on ice conditions	Pilots Bay of Exploits	49 19 44 N 55 12 49 W	12	6	6	16
	(b) Lewisporte May 15 - Jan 1 Depending on ice conditions	Pilots Bay of Exploits	49 20 45 N 54 56 31.5 W	12	6	6	16
	(c) Botwood / Lewisporte Jan 2 - May 14 Depending on ice conditions	Pilots Bay of Exploits	Off St. John's 47 33 42 N 52 37 54 W	24	12	6	16 11
	Holyrood	Pilots St. John's	47 29 65 N 53 06 35 W	12	3	4 Tentative 3 Confirm	16 11
	Humber Arm	Pilots Corner Brook	49 04 08 N 58 09 18 W	12	6	6	16

Notices to Mariners 1 to 46
Section B – Pilotage Services in Canadian Waters

#	Area	Pilots	Pilot Boarding Station	Tentative ETA (hrs)	Confirm ETA (hrs)	Move / Departure (hrs)	VHF Ch
	Placentia Bay	Pilots Placentia Bay	Off Argentina 47 20 00 N 54 06 30 W	12	4	12 Tentative 2 Confirm	16 12
	Argentina			12	4	12 Tentative 3 Confirm	
	St. John's	Pilots St. John's	47 33 30 N 52 35 06 W	12	3	4 Tentative 3 Confirm	16 11
	Stephenville	Pilots Stephenville	48 29 40 N 58 33 00 W	12	4	4	16 11
Nova Scotia							
	Cape Breton						
	(a) Sydney Harbour	Pilots Cape Breton	Sydney and Bras d'Or Lakes 46 20 30 N 60 07 00 W	12	6	12 Tentative 4 Confirm	16 12
	(b) Bras d'Or Lakes	Pilots Cape Breton	46 22 00 N 60 17 30 W	12	6	12 Tentative 4 Confirm	16 11
	(c) Strait of Canso	Pilots Cape Breton	Northern Approach 45 41 42 N 61 28 18 W	12	6	12 Tentative 4 Confirm	14
	Chedabucto Bay Vessels < 225.5 m (Less than 740 ft LOA)		Inner Approach 45 29 30 N 61 11 06 W	12	6	12 Tentative 4 Confirm	14
	Vessels > 225.5 m (Greater than 740 ft LOA)		Southern Approach 45 24 00 N 61 01 00 W	12	6	12 Tentative 4 Confirm	14

#	Area	Pilots	Pilot Boarding Station	Tentative ETA (hrs)	Confirm ETA (hrs)	Move / Departure (hrs)	VHF Ch
	(d) St. Peters Locks		Inner Approach 45 32 00 N 60 46 00 W or Southern Approach 45 24 00 N 61 01 00 W	12	6	12 Tentative 4 Confirm	14 14
	Halifax	Pilots Halifax	44 30 24 N 63 29 30 W	12	3	12 Tentative 1.5 Confirm	12
	Pugwash	Pilots Pugwash	45 54 30 N 63 40 42 W	12	4	4	17 7A 77
	Sheet Harbour	Pilots Halifax	44 30 24 N 63 29 30 W	24	6	6	16
Prince Edward Island							
	Charlottetown	Pilots Charlottetown	46 00 00 N 63 08 00 W	12	6	6	-
	Confederation Bridge	Pilots Confederation Bridge	Northwest Station 46 15 12 N 63 49 12 W Southeast Station 46 10 30 N 63 41 30 W	24	6	6	16

5 PILOTAGE MESSAGES WEST COAST, BRITISH COLUMBIA

Pilot boarding stations

- 1 There shall be a pilot boarding station
 - (a) off Victoria, B.C., adjacent to the VH buoy off Brotchie Ledge;
 - (b) off Cape Beale, at the entrance to Trevor Channel in Barkely Sound;
 - (c) off Triple Island, near Prince Rupert;
 - (d) off Pine Island, near Port Hardy,
 - (e) off Sand Heads, at the mouth of the Fraser River, for Area 1 pilot transfers; and
 - (f) at any other point or place in the region that the Authority considers necessary to ensure a safe and efficient pilotage service.

Notice to obtain pilots - Arrivals

- 2(1) The master, owner or agent of a ship that is to arrive in a compulsory pilotage area shall notify the Authority of the estimated time of arrival, universal co-ordinated time (UTC), of the ship at the pilot boarding station
- (a) referred to in paragraph 1(a) at least 12 hours prior to arrival, and shall confirm or correct the estimated time of arrival not less than 4 hours prior to arrival;
 - (b) referred to in paragraph 1(b) at least 48 hours prior to arrival, and shall confirm or correct the estimated time of arrival not less than 12 hours prior to arrival;
 - (c) referred to in paragraph 1(c) at least 48 hours prior to arrival, and shall confirm or correct the estimated time of arrival not less than 12 hours prior to arrival; and
 - (d) designated pursuant to paragraph 1(d) at least 48 hours prior to arrival, and shall confirm or correct the estimated time of arrival not less than 12 hours prior to arrival.
 - (e) referred to in paragraph (e) at least 48 hours prior to arrival, and shall confirm or correct the estimated time of arrival not less than 12 hours prior to arrival.

Notice to obtain pilots - Departures and movages

- (2) The master, owner or agent of a ship that is subject to compulsory pilotage - shall notify the Authority in advance of the local time that a pilot is required to be on board the ship that is to go:
- (a) from one place in a compulsory pilotage area to any other place in a compulsory pilotage area;
 - (b) from one place in a compulsory pilotage area to a place outside a compulsory pilotage area; or
 - (c) from a place outside a compulsory pilotage area to any other place within a compulsory pilotage area.
- 2(1) The notices referred to in sub-section 2(1) shall be addressed *Pilots Victoria*, including the required information sent via any coast station by radiotelephone or other appropriate means or shall be given by calling a pilot dispatch centre.
- 2(2) The notice referred to in paragraph 2(2)(a) shall be given by calling a pilot dispatch centre as follows:
- (a) The master, owner or agent of a ship departing from a place where pilotage service is required shall place a Notice of Requirement in Local Time with the Pilotage Authority at least 12 hours before the pilot or pilots are required to be on board the transportation to the ship specified in the Pilotage Order, or, at least 10 hours before the pilot or pilots are required to be on board the ship, if berthed at a place where pilots are based.
 - (b) The Pilot Order time specified in a Notice of Requirement may be delayed once, and/or cancelled, without payment of cancellation fees if prior notice of delay or cancellation is received by the Authority not less than:
 - (i) 6 hours prior to transportation in the case of long jobs, i.e. pilotage assignments involving ports, places or harbours on the West Coast of Vancouver Island, and ports, places or harbours north of 50° North Latitude, excluding Port Alberni, Campbell River, Duncan Bay, Prince Rupert and Kitimat;
 - (ii) 4 hours in the case of Roberts Bank, English Bay, Fraser River Ports, all anchorages and berths east of Berry Point and airports at Vancouver, Victoria and Cassidy.
 - (iii) 3 hours in all other cases.
 - (iv) 7 hours prior to transportation when airports and ferry terminals are used.
- (3) The Authority may agree to waive the 12 hour Notice of Requirement providing the master, owner or agent gives reasonable cause for not complying.
- (4) (a) All Notices of Requirement scheduled between the hours of 1200 and 1700 shall be confirmed, delayed or cancelled by 0900 hours daily - any subsequent delays or cancellations will incur the appropriate detention or cancellation fees.

- (b) All Notices of Requirement scheduled between the hours of 1700 and 2100 shall be confirmed, delayed or cancelled by 1200 hours daily - any subsequent delays or cancellations will incur the appropriate detention or cancellation fees.
 - (c) Agents are requested to make their best efforts to ensure that orders scheduled to commence during the period from 2000 hrs to 1059 hrs the following morning shall be placed prior to 1730 hrs daily.
- (5) In cases of emergency involving danger to life, limb or property, the Authority shall waive any Notice of Requirement and dispatch the first available pilot to cover the emergency.

Required information in Notice

- 4 A notice under section 2 may be verbal or, when required by the Authority, shall be in writing and shall state
- (a) the pilotage service to be performed; and
 - (b) the name, nationality, length, breadth, gross tonnage and deepest draft of the ship.

6 PILOT BOARDING FACILITIES - PERTAINING TO FOREIGN FLAG VESSELS - CANADIAN TERRITORIAL WATERS

- East Coast Pilot Boarding Stations
- St. Lawrence River (Les Escoumins to St. Lambert) Pilot Boarding Stations
- Great Lakes Pilot Boarding Stations from St. Lambert Westward
- West Coast Pilot Boarding Stations

Under the Section 119 of Navigation Safety Regulations, 2020 ships using stations pilot boarding within the above regions are required to comply with Regulation 23 of Chapter V of the International Convention for the Safety of Life at Sea (SOLAS), 1974 as well as the requirements of the Annex to the IMO Resolution A.1045 (27), as amended periodically. The IMO Resolution A.889 (21) has been replaced by IMO Resolution A.1045 (27).

Authority: Transport Canada