



Pacific Pilotage
Authority Canada

Administration de pilotage
du Pacifique Canada

General Information for Agents

PPA DISPATCH

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PPA Website

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Please note: Any agency or agent that would like clarification on any issue in this manual should contact the Manager, Operations and Labour Relations for assistance. Also, the PPA is happy to arrange onsite visits to agency offices for education sessions regarding our dispatch and billing procedures.

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WORKING WITH PILOT ORDERS

Information Needed when Ordering Pilots

When calling dispatch it is of great help to the dispatcher if he/she knows from the start what type of call he/she is dealing with, such as "A new order" or "A change in an existing order".

For **new orders**, have the following information available:

- ✓ Name of vessel and Call Sign or IMO#
- ✓ Name of billing and/or ordering agency
- ✓ Name of agent placing call
- ✓ Pilot boarding location
- ✓ Vessel's destination
- ✓ Time & date required
- ✓ **Deepest draft for that particular assignment**
- ✓ Specific landing instructions (if any)
- ✓ Tug/launch (if any)
- ✓ Master's best estimate of speed
- ✓ Any other special requirements or pertinent information
- ✓ **Any vessel deficiencies and/or unusual circumstance pertaining to order**

For **existing orders**, have the following information available:

- ✓ Present details of existing order (where from/to @ what time)
- ✓ Provide change to be made

The reason for the above is that different computer programs have to be activated for the different functions. If a dispatcher knows which function is about to happen he/she can start the procedure as soon as the agent tells him/her and as a result can be more efficient.

Online Ordering and Agent Portal

For access and information regarding the Agent Portal contact the Manager, Operations and Labour Relations at (604) 666-3519. The PPA can supply an Agent Portal Tutorial document upon request.

Vessels Requiring Pilotage

Refer to section 9 of the *Pacific Pilotage Regulations* which may be found at http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1270/

In brief, every ship that is not a pleasure craft over 350 GRT and pleasure craft over 500 GRT require pilotage while in Compulsory Pilotage Areas. See pages 18 thru 20 for illustrations of these areas.

Pilot Boarding Station Locations

The following locations are the pilot boarding stations for ships wishing to enter the compulsory pilotage area.

Brotchie Ledge

48° - 22' - 30" NORTH

123 - 23' - 30" WEST

Cape Beale (no pilot boat available, helicopter by arrangement)

48° - 47' - 12" NORTH

125° - 12' - 48" WEST

Triple Island

54° - 17' - 36" NORTH

130° - 52' - 40" WEST

Pine Island (1.5 miles due west of Pine Island light)

50° - 58' - 00" NORTH

127° - 46' - 00" WEST

Pilot Boat Usage

No persons other than pilots or PPA employees shall be allowed to use the pilot boat for boarding or debarking purposes.

Ports where Pilots are Based or Stationed

Pilots are based in Vancouver, Victoria and Nanaimo and stationed at Prince Rupert. All movements involving other ports include a transportation component.

Constance Bank Anchorages

The PPA has the use of a number of anchorages for short term usage (48 hours maximum) outside of pilotage waters for use by vessels waiting for a berth clearance or as emergency anchorages. Requests for usage of these anchorages are to be directed to the Victoria Dispatch office. More details regarding these anchorages can be found in a Notice to Industry here: https://www.ppa.gc.ca/sites/default/files/2018-07/Notice%20to%20Industry_2016-12_Constance%20Bank%20Anchorages_%20Updated%2020170203_0.pdf

Dispatch Accepts Orders From

- ✓ Ships' masters
- ✓ Ships' agents or their accredited representatives.

Minimum Time Limits for Ordering Pilots

(These are all minimum times. More notice is preferable to allow for planning.)

Emergency Orders

In cases of emergency involving danger to life, limb or property, the PPA will waive any Notice of Requirement and immediately dispatch a pilot to cover the emergency.

Boarding Stations

Brotchie = 12 hours (we ask vessels to communicate 24, 12 & 4 hours prior to arrival)

Triple Island, Pine Island, Cape Beale = 48 hours (we ask vessels to communicate 48, 24, 12 & 4 hours prior to arrival)

Northern Assignments/Long Jobs*

Southern ports where pilots are based = 12 hours (Vancouver, Victoria & Nanaimo)

Southern outports and northern ports = 12 hours prior to transportation

Southern Assignments/Local Jobs

Ports where pilots are based (Vancouver, Nanaimo, Victoria) = 10 hours

Ports where pilots are stationed for local work (Prince Rupert) = 10 hours

Outports = 12 hours prior to transportation

**A Long Job is defined as an assignment north of Duncan Bay and north of Tofino on the west coast of Vancouver Island excluding Port Alberni.*

Exceptions to the Rules

Ordering Shifts in Vancouver Harbour

- ✓ Orders to be placed prior to 1230
- ✓ A minimum of 3 hours' notice
- ✓ Order time to be between 1430 and 2030

Ordering after 1730

Orders placed after 1730 must have a dispatch time of 0800 or later the following day.

Ordering prior to 0700

Orders may be placed prior to 0700 that are dispatched at 0800 or later that day only in ports where pilots are stationed or based.

Short Orders

Where due to an emergency not involving danger, or due to errors or unforeseen circumstances, a short order can be requested by an agent for a vessel movement inside the above parameters. The PPA and BCCP reserve the right to refuse or adjust these orders. A short order fee is charged on these orders.

Dispatch/Cancellation/Change Times for Orders

The pilot order time may be delayed once and cancelled without payment of penalties in the form of cancellation or detention fees if notice is given within the proper time limits.

If an order is delayed from the original order time and then delays again and is then cancelled, the cancellation charge will apply plus all accrued detention hours from the time that the one legal change stipulates.

Time Limits for Northern Assignments/Long Jobs*

- 7 hours prior to transportation when airports and ferry terminals are used
- 6 hours to transportation of other types (e.g. taxis, harbour flights)
- 6 hours in all other cases

**A Long Job is defined as an assignment north of Duncan Bay and north of Tofino on the West Coast of Vancouver Island excluding Port Alberni.*

Time Limits for Southern Assignments/Local Jobs

Fraser River Terminal Outbounds

= 4.5 hours

Roberts Bank, Anchorages and Berths east of Second Narrows, Airports and Ferry Terminals

= 4 hours

Outports

= 3 hours + transportation time

(When transportation is needed to get to the vessel, to save confusion always work backward starting from the order time.)

Example #1

2330 Port Mellon to Sea; equals a 2115 Horseshoe Bay to Langdale ferry; equals a 1715 Dispatch Time

Example #2

0800 Squamish to Lynterm; equals a 0600 taxi; equals a 0300 Dispatch Time

Sechelt (an exception)

Same as above except for assignments with a transportation time of 1730 or later. Agents must call by 1330 for these assignments.

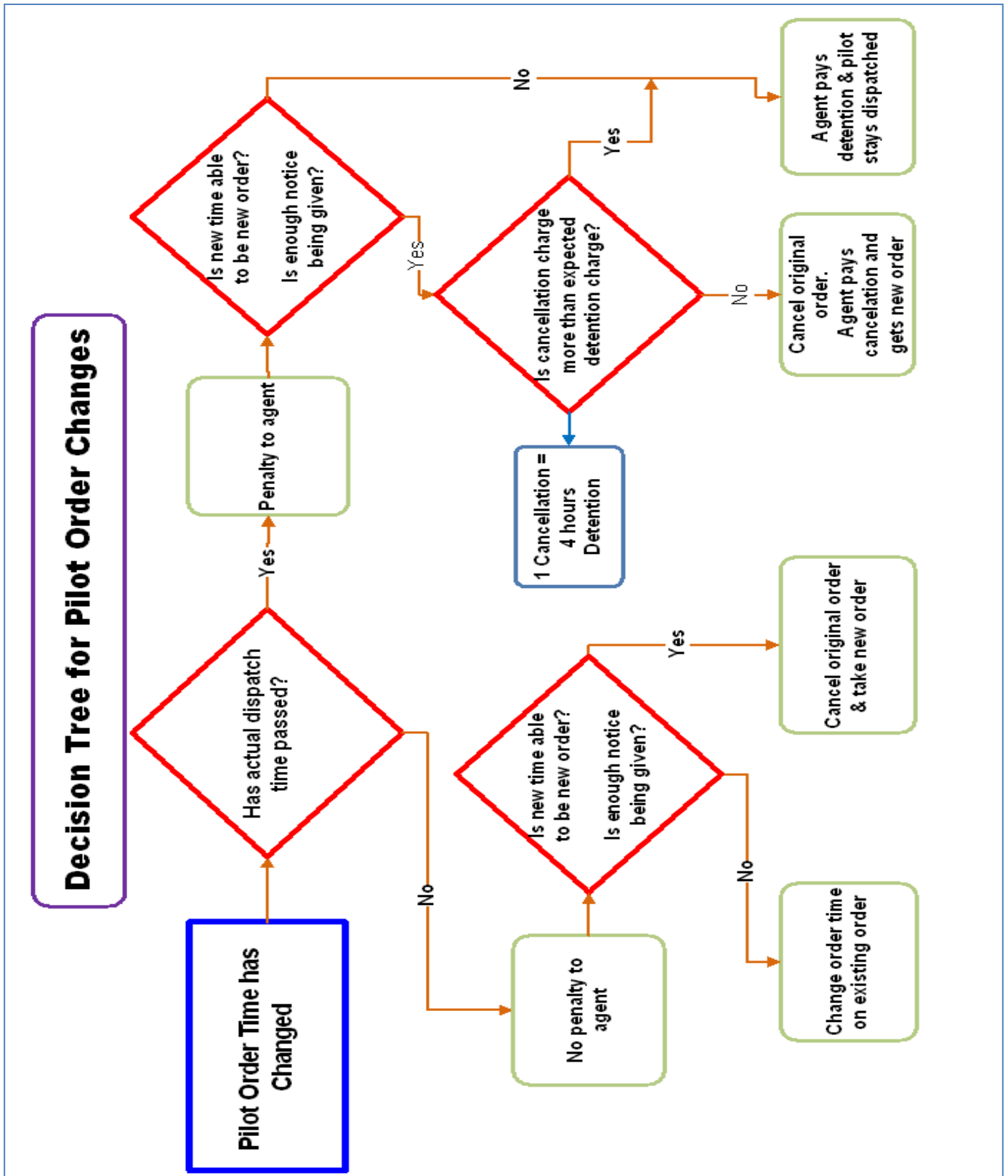
In all other cases

= 3 hours

Taxi Transportation Times

From	To Port	Hours
Vancouver	Roberts Bank	1
	Fraser River	1
	Horseshoe Bay	1
	Tsawwassen	1
	Squamish	2
	Bellingham	3
	Cherry Point	3
	Ferndale	3
	Anacortes	4
	Seattle	5
	Tacoma	6
Victoria	Swartz Bay	1
	Cowichan Bay	1
	Crofton/Chemainus	1
	Harmac/Duke Point	2
	Nanaimo	2
	Port Alberni	4
	Campbell River/Duncan Bay	5
	Gold River	7
	Tahsis	8.5
	Port Hardy	9
Nanaimo	Victoria	2
	Cowichan Bay	1
	Crofton/Chemainus	1
	Harmac/Duke Point	0
	Port Alberni	2
	Campbell River/Duncan Bay	3
	Gold River	5
	Tahsis	6.5
	Port Hardy	7
Prince Rupert	Kitimat	3

Pilot Order Changes



Confirming Orders

All orders scheduled between 1200 and 1700 hours should be confirmed, delayed or cancelled by 0900 hours daily.

All orders scheduled between 1700 and 2100 hours should be confirmed, delayed, or cancelled by 1200 hours daily.

If unable to conform to the previous, orders should be confirmed as soon as possible and definitely prior to dispatch time.

Second Narrows Transit Requirements

Second Narrows Traffic Control Zone (TCZ2) Procedures

All agents should make themselves familiar with Port of Vancouver's Port Information Guide which includes procedures for vessel movements and tug requirements within TCZ2 starting on page 73. The document can be found on PMV's website here:

<https://www.portvancouver.com/wp-content/uploads/2015/03/Port-of-Vancouver-Port-Information-Guide.pdf>

The PPA has a calculator that will produce accurate transit windows for vessels through 2nd Narrows, located here: <https://pilot.kleinsystems.com/TidalWindows/TidalWindow.aspx>

Slack Water Requirement

Although the TCZ2 discusses one and two knot windows, pilots prefer transits to be set at or near a slack tide, stemming the current. Sufficient under keel clearance must be available when transiting on a low water slack tide.

Tugs are required for escorting deep-sea vessels through Second Narrows as stated in the TCZ2.

Vertical Clearance (Air Draft)

The limiting factor for a complete transit of the Second Narrows Bridge is 44 meters (145 ft.). Any vessel with an air draft of over 42 meters requires an air draft survey prior to pilots being dispatched.

Westbound Orders

Agents placing orders for vessels leaving Port Moody berths or anchorages in that area should time the departure of the vessel 1½ hours before slack tide at Second Narrows Bridge (2 hours for loaded Panamax). Deep-draft vessels berthed at Port Moody berths may require longer notice and agents should consult with the dispatchers regarding windows for transit.

Over 40,000 DWT Crude Oil Tankers

Loaded oil tankers over 40,000 dwt require two pilots to travel through pilotage waters (unless only shifting off berth to eastern anchorage). Outbound orders from east of Second Narrows should be placed for two (2) hours prior to slack water, daylight transit only. Two new pilots replace the two shifting pilots in English Bay. Escort tug required at East Point.

Seymour Narrows Requirements

Slack Water Requirement

To be transited at or near slack tide.

Vertical clearance 58 meters (180 ft.) and controlling depth of the channel is 12.0 meters

Two Pilot Assignments

A ship requires two pilots when:

- ✓ The bridge watch will exceed eight consecutive hours
- ✓ The ship will travel more than 105 consecutive miles under pilotage
- ✓ The ship has requested two pilots
- ✓ In other cases agreed between the PPA and the BCCP from time to time.

Ports requiring a two-pilot assignment

- ✓ Kitimat
- ✓ Stewart

Most remote log anchorages require two pilots inbound and outbound.

Kitimat exception

The exception to the automatic two-pilot requirement is Kitimat. The PPA will take orders for a one-pilot assignment into or out of Kitimat via Caamano Sound subject to conditions listed below:

- All nav aids must be in place and operational
- Vessels planning to use this option must be capable of an absolute minimum speed of 14.5 knots
- During winter months prevailing outflow gales will increase the required minimum speed and weather conditions may further restrict single pilot orders. *It is not a recommended routing during winter months*
- The PPA reserves the right in the interests of safety to dispatch two pilots to any assignment that may go over 8 hours
- There can be no shifting of vessels in Kitimat in conjunction with the single pilot assignment

Daylight Only Ports

The following ports are restricted to daylight arrivals and departures, subject to the discretion of pilots assigned:

- ✓ Gold River
- ✓ Port Alice
- ✓ Tahsis
- ✓ Stewart
- ✓ Any remote log loading facilities or anchorage

Accommodation for Pilots Required to Stay on Board Vessels

When a pilot is required to stay on board a vessel while not actually engaged in the duties of piloting, he must be provided with a cabin which is clean, serviceable, adequate, and equivalent to an officer's cabin (including private "working" toilet facilities where available). Under no circumstances is the ship's hospital to be used for a pilot's accommodation.

Food is to be supplied as befitting a pilot's position as an officer.

The PPA may not assign a pilot to a ship that does not meet the above requirements.

Delayed Sailings at any Port

When a pilot boards a vessel at a berth or anchorage at the ordered time, and is informed that the vessel will be delayed, he shall be provided with quiet, clean, officer style accommodation while awaiting the readiness of the vessel to sail.

If the pilot's rest has been interrupted as a result of accommodation standards not meeting the requirements, or as a result of inaccurate sailing information, to the extent that when the vessel is finally ready to sail the pilot considers he is not sufficiently rested to complete the assignment safely and efficiently, he shall obtain proper rest before proceeding. In this regard the pilot may, after consulting with the master and the dispatcher, leave the vessel at the berth and obtain adequate rest ashore or on board, or take the vessel to the nearest safe anchorage then obtain rest either on board or ashore. The master or agent may, in the above circumstances, prefer to cancel the pilot and reorder.

Pilot Ladder Requirements

Vessels using pilot boarding stations are requested to comply with Regulation 17, Chapter V of the *International Convention for The Safety of Life at Sea, 1974*, as found in the Canadian Coast Guard's *Annual Notices to Mariners*.

Fraser River Berthing

For your guidance, agents are urged to place a request for "Transit Window Times" any time a vessel is arriving or departing a berth on the Fraser River. Windows may be obtained on the

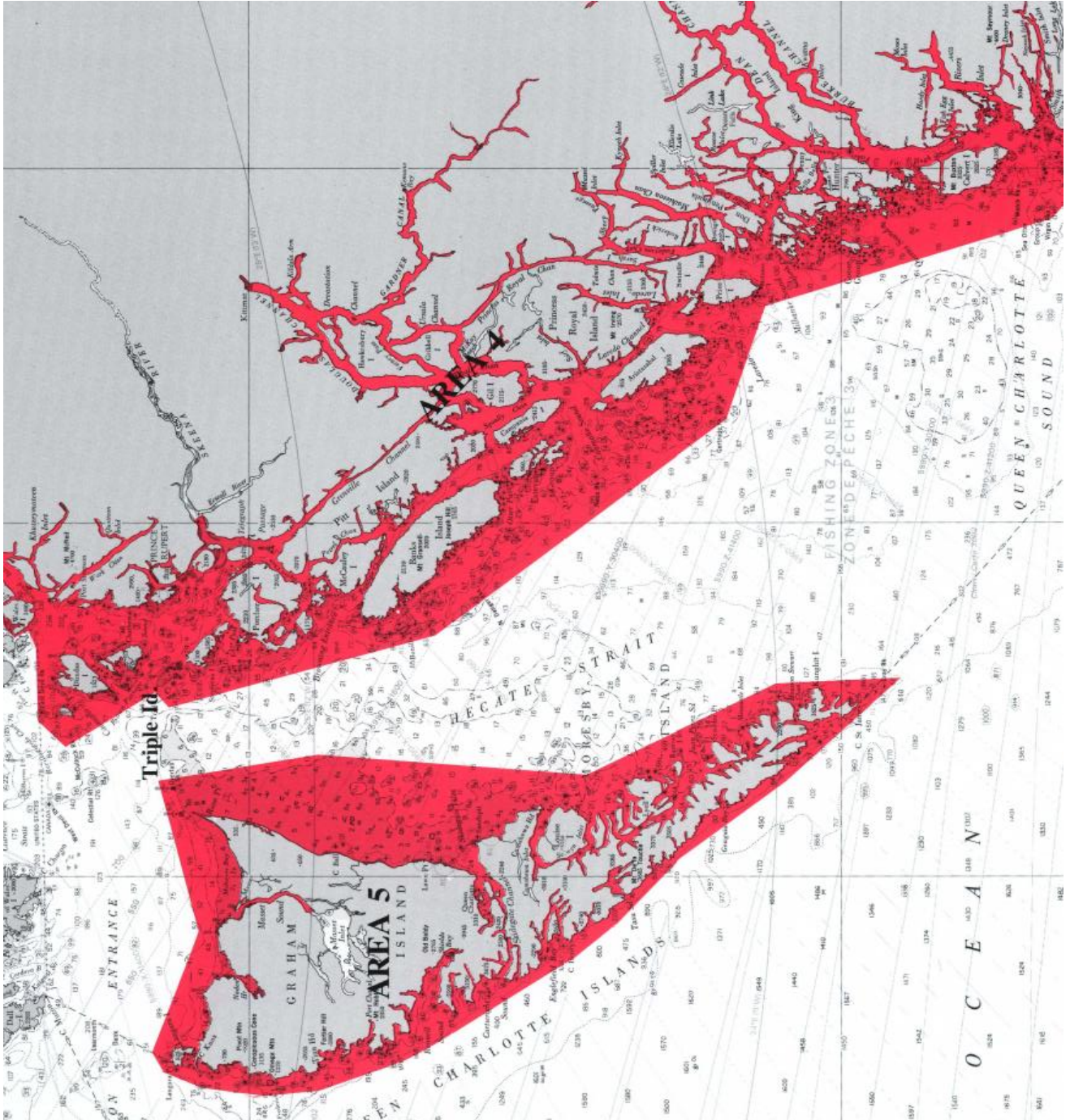
PPA's website here: https://pilot.kleinsystems.com/Public/PPA/PPA_Disclaimer.aspx Agents to contact Dispatch within 24 hours of order time for final confirmation.

Port Distance Tables (Nautical Miles)

Lord Rocks to Triple:	36	via Chatham Sound
	28	via west of Zayas
Lord Rocks to Cape Scott:	270	via Grenville and McInnis
	264	via Hecate
Triple to Kitimat:	160	via Principe
	133	via Grenville
Triple to Cape Scott:	251	via Grenville and McInnis
	238	via Hecate
Port Simpson to McInnis:	187	via Triple and Principe
	172	via Grenville

Port Simpson to Cape Scott:	267	via Triple and Hecate
	261	via Grenville and McInnis
Prince Rupert to Cape Scott:	278	via Principe and McInnis
	265	via Triple and Hecate
	241	via Grenville and McInnis
Watson Isl. to Cape Scott:	274	via Principe and McInnis
	261	via Triple and Hecate
	237	via Grenville and McInnis
Kitimat to Pilotage Area	104	via Caamano Sound
Brotchie to Sechart	89	

Compulsory Pilotage Areas 4 & 5



PILOTAGE TARIFF CHARGES

As of April 1, 2018 to December 31, 2018

Please see the PPA's website at <https://www.ppa.gc.ca/tariff-charges> for the latest published tariff information.

The PPA also has an invoice calculator located on our website within the Traffic page here: <https://pilot.kleinsystems.com/Billing/ProForma.aspx>

Below are the charges in brief:

<u>Code</u>		<u>Rate</u>
1	Pilotage Unit	4.4398
3	Hours	222.86
4	GRT Vessel LOA >226 (* Any Waters)	3.8742 / .01132
6	Tethered Tanker DWT > 39999 LOA <226	*6.66
7	Teth Tank DWT > 39 999 & LOA > 226	*5.8116 / .0170
8	Cancellation	891.44
25	Second Pilot Hours	222.86
12	Boarding on/off	No charge
11	Short order - Day 06:00-17:59	891.44
	Short Order - Night 18:00-05:59	1,782.88
	Min Hours plus P.U. =	1,031.93
24	<u>Excess Hours</u>	
	0-15min. 50%, 16-30 min 100%	
	31-45 min. 150%, 46-60 min 200%, 61+ 300%	
<u>Expenses Per Pilot</u>		
26	Northern	1,694.26
27	Southern	535.93
28	Moveage	170.81
29	Rupert	535.93
30	River	164.41
40	Pine Island per assignment	5,356.09
41	Cancellation - if travelled	170.81
Also \$222.86 per hr for travel to/from ship		

<u>Boarding Charges</u>		
31	Brotchie	431.84
32	Triple	2,242.45
33	Cape Beale	6,758.44
34	Remote - Helicopter	5,374.24
35	Sandheads	1,728.46
37	Nanaimo Change - debarking	870.34
38	Pine Island	4,159.34
39	Remote Station	5,374.24
23	Dead Ship - Another P.U.	4.4398
15	Out of District per Hr.	222.86
16	Out of Region 2 All other US	2,655.09
19	Out of Region 1 Ana,Bel,Fern,Cher	1,991.06
20	Delay per Hr.	222.86
21	Restricted Ship	1,675.65
42	Pilot Boat Replacement Charge	60.00
46	Helicopter	Deleted
48	Fuel Charge - Triple	Variable
49	Launch Fuel Charge - Sandheads	Variable
50	Launch Fuel Charge - Brotchie	Variable
51	Launch Fuel Charge - Pine	Variable
52	Surcharge	100.00
53	Technology charge	50.00
<u>Rupert Pilot Boat Charges</u>		
43	#10 - 31 Anchorages	1023.54
44	# 8 - 9 Anchorage	603.91

Factors in Billing

Many factors play a role in the total calculation and agents should consult the Pacific Pilotage Tariff Regulations and utilize the online invoice calculator. If questions still arise, please contact the PPA and request clarification.

Disputing Charges

If an agent wishes to dispute an invoice for pilotage charges, the agent is requested to write a letter or email to the PPA giving all details of the matter being disputed. Please send billing disputes to the Manager, Operations and Labour Relations.