

# TRAVEL AND HOSPITALITY DISCLOSURES

Reporting Period: October 1 - 31, 2020

November 30, 2020



**Marine Atlantic**  
**Marine Atlantique**

## Travel and Hospitality Disclosures

The Government of Canada implemented a series of measures to strengthen public sector management by enhancing transparency and oversight of public resources in the federal government.

As a federal Crown corporation, and in the spirit of these measures to promote openness, transparency and accountability, Marine Atlantic posts the travel and hospitality expenses of its Board of Directors and Executive Team through proactive disclosure on a monthly basis.

All expenses are inclusive of taxes. Please note there may be occasions whereby there is a delay in posting an expense due to timing of travel and processing of claims.

In response to the COVID-19 pandemic, Marine Atlantic has undertaken many operational changes with the goal of providing a safe and healthy environment for our employees and customers and to maintain the vital ferry service linking the Island of Newfoundland to Nova Scotia. As part of this response, in early March, the Corporation cancelled all non-essential corporate travel and discretionary training and implemented additional approval processes for all essential travel.

### Board of Directors – Travel Expenditures

|                                      |   |                 |                       |                      |                                |              |
|--------------------------------------|---|-----------------|-----------------------|----------------------|--------------------------------|--------------|
| <b>For:</b>                          | <i>Arsenault, Carla</i> - Board Member; Member - Pension Management Committee; Member - Audit Committee |                 |                       |                      |                                |              |
| <b>Date</b>                          | <b>Purpose</b>  | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Meals &amp; Incidentals</b> | <b>Total</b> |
| <i>No expense claims this period</i> |   |                 | \$ -                  | \$ -                 | \$ -                           | \$ -         |

|                                      |  |                 |                       |                      |                                |              |
|--------------------------------------|--|-----------------|-----------------------|----------------------|--------------------------------|--------------|
| <b>For:</b>                          | <i>Bussey, Janie</i> - Board Member; Chair - Human Resources, Health, Safety and Environment Committee; Member - Corporate Governance, Risk and Strategy Committee |                 |                       |                      |                                |              |
| <b>Date</b>                          | <b>Purpose</b>   | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Meals &amp; Incidentals</b> | <b>Total</b> |
| <i>No expense claims this period</i> |  |                 | \$ -                  | \$ -                 | \$ -                           | \$ -         |

|                 |  |                      |                       |                      |                                |              |
|-----------------|--|----------------------|-----------------------|----------------------|--------------------------------|--------------|
| <b>For:</b>     | <i>Chaffey, John Brent</i> - Board Member; Member - Pension Management Committee; Member - Human Resources, Health, Safety and Environment Committee |                      |                       |                      |                                |              |
| <b>Date</b>     | <b>Purpose</b>   | <b>Location</b>      | <b>Transportation</b> | <b>Accommodation</b> | <b>Meals &amp; Incidentals</b> | <b>Total</b> |
| September 19-21 | Attend Training Session and Board Meetings   | Port aux Basques, NL | \$ 210.00             | \$ 353.98            | \$ 148.30                      | \$ 712.28    |

|                                      |   |                 |                       |                      |                                |              |
|--------------------------------------|---|-----------------|-----------------------|----------------------|--------------------------------|--------------|
| <b>For:</b>                          | <i>Doody, James G.</i> - Board Member; Chair - Pension Management Committee; Member - Corporate Governance, Risk and Strategy Committee |                 |                       |                      |                                |              |
| <b>Date</b>                          | <b>Purpose</b>  | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Meals &amp; Incidentals</b> | <b>Total</b> |
| <i>No expense claims this period</i> |   |                 | \$ -                  | \$ -                 | \$ -                           | \$ -         |

|                                      |  |                 |                       |                      |                                |              |
|--------------------------------------|--|-----------------|-----------------------|----------------------|--------------------------------|--------------|
| <b>For:</b>                          | <i>Fitzgerald, Owen</i> - Board Member; Member - Audit Committee; Member - Human Resources, Health, Safety and Environment Committee |                 |                       |                      |                                |              |
| <b>Date</b>                          | <b>Purpose</b>   | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Meals &amp; Incidentals</b> | <b>Total</b> |
| <i>No expense claims this period</i> |  |                 | \$ -                  | \$ -                 | \$ -                           | \$ -         |

|                                      |   |                 |                       |                      |                                |              |
|--------------------------------------|---|-----------------|-----------------------|----------------------|--------------------------------|--------------|
| <b>For:</b>                          | <i>O'Brien, Gary Joseph</i> - Board Member; Chair - Corporate Governance, Risk and Strategy Committee; Member - Pension Management Committee ( <i>Interim, Acting Chair of the Board of Directors - Effective November 22, 2019</i> ) |                 |                       |                      |                                |              |
| <b>Date</b>                          | <b>Purpose</b>  | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Meals &amp; Incidentals</b> | <b>Total</b> |
| <i>No expense claims this period</i> |   |                 | \$ -                  | \$ -                 | \$ -                           | \$ -         |

|                 |  |                      |                       |                      |                                |              |
|-----------------|--|----------------------|-----------------------|----------------------|--------------------------------|--------------|
| <b>For:</b>     | <i>Pridle, Craig</i> - Board Member; Chair - Audit Committee; Member - Corporate Governance, Risk and Strategy Committee |                      |                       |                      |                                |              |
| <b>Date</b>     | <b>Purpose</b>   | <b>Location</b>      | <b>Transportation</b> | <b>Accommodation</b> | <b>Meals &amp; Incidentals</b> | <b>Total</b> |
| September 19-21 | Attend Training Session and Board Meetings   | Port aux Basques, NL | \$ 230.00             | \$ 226.99            | \$ 237.50                      | \$ 694.49    |

## Board of Directors – Hospitality Expenditures

| Date            | Description  | Amount          |
|-----------------|--|-----------------|
| September 20-21 | Refreshments for Board of Directors meetings including members of the Senior Management Team in North Sydney, NS (3 attendees including Board Members and Senior Management over two days) | 31.17           |
| <b>Totals</b>   |  | <b>\$ 31.17</b> |

## Executive – Travel Expenditures

### President and CEO

The President and CEO is responsible for the overall functioning oversight of the Corporation and all locations and facilities, is a member of and has responsibilities in providing updates and reports to the Board of Directors.

|                          |  |                 |                       |                      |                           |              |
|--------------------------|--|-----------------|-----------------------|----------------------|---------------------------|--------------|
| <b>For:</b>              | <i>Hupman, Murray C.</i> - President & CEO; ex-officio member of the Board; Pension Management Committee; Corporate Governance, Risk and Strategy Committee; and Human Resources, Health, Safety and Environment Committee |                 |                       |                      |                           |              |
| <b>Date</b>              | <b>Purpose</b>   | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Per Diem Allowance</b> | <b>Total</b> |
| September 27 - October 2 | Attend Management Meetings   | St. John's, NL  | \$ 235.85             | \$ 648.55            | \$ 423.25                 | \$ 1,307.65  |

### Chief Information Officer

The Chief Information Officer is responsible for the Information Technology and Information Management (IT/IM) Division within the company. The position has responsibilities for the IT budgets, IT infrastructure and Records Management in all locations across the company, and has staff in Port aux Basques, North Sydney and St. John's. This position is also responsible to provide reports and updates to the Audit Committee and the Board of Directors.

|                                      |   |                 |                       |                      |                           |              |
|--------------------------------------|---|-----------------|-----------------------|----------------------|---------------------------|--------------|
| <b>For:</b>                          | <i>Tibbo, Colin</i> - Chief Information Officer |                 |                       |                      |                           |              |
| <b>Date</b>                          | <b>Purpose</b>                                  | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Per Diem Allowance</b> | <b>Total</b> |
| <i>No expense claims this period</i> |   |                 | \$ -                  | \$ -                 | \$ -                      | \$ -         |

### Corporate Counsel/Corporate Secretary

The Corporate Counsel is responsible for providing legal advice and guidance to the senior management of Marine Atlantic and is the Corporate Secretary to the Corporation and the Board of Directors. This position is accountable for overall legal affairs, corporate insurance program, contract administration, and is an integral part of labour relations. This position is also responsible to provide reports and updates to the Audit Committee, the Pension Management Committee, the Governance, Risk and Strategy Committee, the Human Resources, Health, Safety and Environment Committee, and the Board of Directors.

| <b>For:</b>                          | <i>Penney, Jacqueline</i> - Corporate Counsel/Corporate Secretary |                 |                       |                      |                           |              |
|--------------------------------------|---|-----------------|-----------------------|----------------------|---------------------------|--------------|
| <b>Date</b>                          | <b>Purpose</b>  | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Per Diem Allowance</b> | <b>Total</b> |
| <i>No expense claims this period</i> |   |                 | \$ -                  | \$ -                 | \$ -                      | \$ -         |

### Vice President of Operations

The Vice President of Operations is accountable for the overall effectiveness of the Operations Division and is responsible for the planning, operations, capitalization and maintenance of the fleet, terminals and other related assets. This position has staff responsibilities in Port aux Basques, North Sydney, Argentina and the vessel fleet. This position is also responsible to provide reports and updates to the Audit Committee and the Board of Directors.

| <b>For:</b>     | <i>Gallant, Darrell</i> - Vice President Operations |                      |                       |                      |                           |              |
|-----------------|---|----------------------|-----------------------|----------------------|---------------------------|--------------|
| <b>Date</b>     | <b>Purpose</b>                                      | <b>Location</b>      | <b>Transportation</b> | <b>Accommodation</b> | <b>Per Diem Allowance</b> | <b>Total</b> |
| September 28-30 | Attend Management Meetings                          | Port aux Basques, NL | \$ -                  | \$ -                 | \$ 89.10                  | \$ 89.10     |

### Vice President of Finance

The Vice President of Finance is responsible for Corporate Accounting, Purchasing and Materials Management, and oversees the treasury, accounting, budget, tax and audit activities, and the purchase of materials, supplies and services. This position has staff responsibilities in Port aux Basques, North Sydney and St. John's. This position is also responsible to provide reports and updates to the Audit Committee, the Pension Management Committee, and the Board of Directors.

|                                      |   |                 |                       |                      |                           |              |
|--------------------------------------|---|-----------------|-----------------------|----------------------|---------------------------|--------------|
| <b>For:</b>                          | <i>Leamon, Shawn</i> - Vice President Finance |                 |                       |                      |                           |              |
| <b>Date</b>                          | <b>Purpose</b>                                | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Per Diem Allowance</b> | <b>Total</b> |
| <i>No expense claims this period</i> |   |                 | \$ -                  | \$ -                 | \$ -                      | \$ -         |

### Vice President of Human Resources

The Vice President of Human Resources is responsible for Human Resources. This position has staff responsibilities in North Sydney and Port aux Basques. This position is also responsible to provide reports and updates to the Pension Management Committee, the Governance, Risk and Strategy Committee, the Human Resources, Health, Safety and Environment Committee, and the Board of Directors.

|                                      |   |                 |                       |                      |                           |              |
|--------------------------------------|---|-----------------|-----------------------|----------------------|---------------------------|--------------|
| <b>For:</b>                          | <i>Position Vacant</i> - Vice President Human Resources |                 |                       |                      |                           |              |
| <b>Date</b>                          | <b>Purpose</b>  | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Per Diem Allowance</b> | <b>Total</b> |
| <i>No expense claims this period</i> |   |                 | \$ -                  | \$ -                 | \$ -                      | \$ -         |

### Vice President of Customer Experience

The Vice President of Customer Experience is responsible for all activities that contribute to meeting the needs of Marine Atlantic customers including reservations and ticketing, hospitality, marketing and customer relations, corporate communications, revenue generation, pricing, and the sailing schedule. This position has staff responsibilities at all locations. This position is also responsible to provide reports and updates to the Audit Committee and the Board of Directors.

| <b>Date</b>                          | <b>Purpose</b> | <b>Location</b> | <b>Transportation</b> | <b>Accommodation</b> | <b>Per Diem Allowance</b> | <b>Total</b> |
|--------------------------------------|----------------|-----------------|-----------------------|----------------------|---------------------------|--------------|
| <i>No expense claims this period</i> |                |                 |                       |                      |                           |              |
|                                      |                |                 | \$ -                  | \$ -                 | \$ -                      | \$ -         |

### **Executive – Hospitality Expenditures**

*Nothing to report for this period*