



Marine Atlantic
Marine Atlantique

Canada

Access to Information Act

Marine Atlantic Inc.
Annual Report to Parliament
April 1, 2023 – March 31, 2024



Marine Atlantic
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Canada

Approvals

Corporate Counsel:
ATIP Coordinator
(Delegate)

Jackie Penney

June 27th, 2024
Date

Manager of Information
Management:
ATIP Coordinator
(Delegate)

Ryan Kelly

June 27th, 2024
Date

Chief Information Officer:

Colin Tibbo

June 27th, 2024
Date

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A-1 Introduction

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to Federal Government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Marine Atlantic Inc. is a Crown Corporation that reports to the Parliament of Canada through the Minister of Transport. The Corporation provides a constitutionally mandated passenger and commercial marine transportation service between the Island of Newfoundland and the Province of Nova Scotia.

The Corporation provides ferry services on two routes. The first is a year-round 96 nautical mile daily ferry service between Port aux Basques, Newfoundland and Labrador and North Sydney, Nova Scotia. The second is a 280 nautical mile tri-weekly ferry service between Argentia, Newfoundland and Labrador and North Sydney, Nova Scotia. This second service operates from mid-June to late September.

For the 2023-2024 legislative-timeline, the Corporation owned three vessels and chartered one additional vessel to meet the traffic demands on the ferry service routes. These vessels are the *MV Leif Ericson*, the *MV Atlantic Vision*, the *MV Blue Puttees* and the *MV Highlanders*.

Marine Atlantic Inc. operates terminals located in the ports of Port aux Basques, NL, Argentia, NL, and North Sydney, NS. The Corporation's head office is located in St. John's, NL.

Marine Atlantic Inc is not reporting on behalf of wholly-owned subsidiaries or non-operational institutions.

Additional copies of this report may be obtained from:

Access to Information and Privacy Coordinator
Marine Atlantic Inc.
10 Fort Williams Place, Suite 302
Baine Johnston Center
St. John's, NL A1C 1K4

Access to Information Act Statement

In accordance with section 94 of the *Access to Information Act*, the annual report is prepared and tabled in Parliament.

A-2 Organizational Structure

For the purposes of the *Access to Information Act*, the President and CEO of Marine Atlantic has formally delegated all responsibilities to the Corporate Counsel and Manager of Information Management (see Annex B – Delegation Order). The Corporate Counsel and Manager of Information Management hold joint responsibility as Access to Information and Privacy Coordinators. The Coordinators are responsible for oversight of the *Access to Information Act* at Marine Atlantic, and to ensure compliance with legislation.

The Manager of Information Management is responsible for the day to day administration of the Access to Information and Privacy functions at Marine Atlantic. It should be noted that serving as ATIP Coordinator is one of numerous portfolios for which the Manager of Information Management is responsible, and as such, this is not a full time position.

The Corporate Counsel is responsible for management and oversight of the Access to Information and Privacy functions at Marine Atlantic. It should be noted that serving as ATIP Coordinator is one of numerous portfolios for which the Corporate Counsel is responsible, and as such, this is not a full time position.

Marine Atlantic has one ATIP officer, one regional ATIP staff and one ATIP consultant.

Each of Marine Atlantic's terminals as well as Head Office has an Access to Information and Privacy (ATIP) representative that acts as the local representative when retrieving records relating to ATIP requests. The Manager of Information Management receives additional support when required from regional ATIP representatives.

The activities of Marine Atlantic's ATIP Office include:

- processing requests under the *Act*;
- representing Marine Atlantic in dealings with the Treasury Board Secretariat, the Information Commissioner and other government departments and agencies regarding the application of the *Act* as it relates to Marine Atlantic;
- responding to consultations submitted by other federal institutions on Marine Atlantic documents under consideration for release;
- preparing statistical and annual reports to Parliament and other statutory reporting requirements;
- developing and maintaining Marine Atlantic's policies, procedures and guidelines to ensure the *Act* is respected by Marine Atlantic staff; and
- promoting awareness of the *Act* within the Corporation to ensure responsiveness to the obligations imposed on the government.

A – 3 Access to Information and Privacy Delegation Order

The President and CEO of Marine Atlantic has delegated all powers and responsibilities bestowed upon him under the *Access to Information Act* to the Corporate Counsel and The Manager of Information Management (see Annex B – Delegation Order).

A-4 Performance 2023-2024

4.1 Requests Received Under the Access to Information Act

Between April 1, 2023, and March 31, 2024, Marine Atlantic received 1 request for information under the *Access to Information Act*. The request was responded to within legislative timelines. Zero requests have been carried over into the 2024-2025 fiscal year.

- 100% of all requests were responded to within legislative timelines.
- 1 Request completed within 1-30 days.
- There were no active requests as of the last day of reporting for the fiscal year.
- There were no active complaints as of the end of the fiscal year.
- There were no extensions.
- During the reporting period, Marine Atlantic did not receive any request for consultation from another Government of Canada institution.
- 100% of all requests were “all disclosed”

A-5 Training and Awareness

During 2023-2024 Marine Atlantic highlighted the importance of information management and records retention to its entire employee base. Various articles in the Corporation's Employee Newsletter helped to inform and educate employees on how information management is critical in each employee's day-to-day tasks. Awareness sessions were held with individual departments to educate and inform employees on the role of information management and the best practices of the employees pertaining to records and information. Meetings were held with employees of all levels across the organization, both online and at various locations within the organization. Online training or awareness sessions were given through PowerPoint, and through our internal monthly magazine.

A-6 Policies, Guidelines, and Procedures

During 2023-2024 Marine Atlantic did not implement any new policies, guidelines, procedures and initiatives related to the Access to Information Act.

A-7 Proactive Publication under Part 2 of the ATIA

This does not apply to Marine Atlantic.

A-8 Initiatives and Projects to Improve Access to Information

During 2023-2024 Marine Atlantic began using ATIP Online; in addition to this, we are moving towards using ATIP software for our requests, and that is the software from Granicus which entered its testing phase during this legislative timeline.

A Complimentary Procedure that Marine Atlantic offered during the reporting period was traffic data that was published publicly.

A-9 Complaints and Investigations

Marine Atlantic received no complaints concerning the administration of the *Access to Information Act* during 2023-2024.

A-10 Reporting on Access to Information fees for the purposes of the Service Fees Act

The Service Fees Act requires a responsible authority to report annually to Parliament on the fees collected by the institution.

The fees collected during the reporting period totaled \$0.00.

Total salary costs associated with the Access to Information Act are estimated at \$10,000 for 2023-2024 and professional services contracts amounted to \$5,000.

The associated employee resources for 2023-2024 are 3 full time equivalent employees dedicated to ATI activities on a part-time basis, for a total of 0.25 of an FTE dedicated to ATI activities.

A-11 Monitoring Compliance

Annex A – Statistical Report

Annex B – Delegation Order



Access to Information and Privacy Delegation Order

The President and CEO of Marine Atlantic Incorporated, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the person holding the position set out in the schedule hereto, or the person occupying on an acting basis the position, to exercise the powers and functions of the President and CEO as the head of a government institution, under the section of the Act set out in the schedule opposite each position. This Designation Order supersedes all previous Designation Orders.

Schedule

Position	Access to Information Act and Regulations	Privacy Act and Regulations
Corporate Counsel	Full Authority	Full Authority
Manager of Information Management	Full Authority	Full Authority

Dated: May 10 - 2019


 Murray Hupman
 President and CEO

10 Fort William Place
 Suite 302
 Baine Johnston Centre
 St. John's, NL
 Canada A1C 1K4

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Delegation of powers, duties and functions Delegated pursuant to Section 73 of the Privacy Act Marine Atlantic Incorporated			
<i>Section</i>	<i>Description</i>	<i>Corporate Counsel</i>	<i>Manager of Information Management</i>
8(2)(j)	Disclose personal information for research purposes	X	X
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual	X	X
8(4)	Retain copy of 8(2)(e) requests and disclosed records	X	X
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures	X	X
9(1)	Retain record of use	X	X
9(4)	Notify Privacy Commissioner of consistent use and amend index	X	X
10	Include personal information in personal information banks	X	X
14	Notice where access is requested	X	X
15	Extension of time limits	X	X
17(2)(b)	Language of access	X	X
17(3)(b)	Access to personal information in alternative format	X	X
18(2)	Exemption – Exempt bank – disclosure may be refused	X	X
19(1)	Exemption – Information obtained in confidence from another government	X	X
19(2)	Exemption – Where disclosure of information as described in subsection 19(1) is authorized	X	X
20	Exemption – Federal-provincial affairs	X	X
21	Exemption – International affairs and defense	X	X
22	Exemption – Law enforcement and investigations	X	X
22.3	Exemption – <i>Public Servants Disclosure Protection Act</i>	X	X
22.4	National Security and Intelligence Committee	X	X
23	Exemption – Security clearances	X	X
24	Exemption – Individuals sentenced for an offence	X	X
25	Exemption – Safety of individuals	X	X
26	Exemption – Personal information about other individuals	X	X
27	Exemption – Solicitor-client privilege	X	X
27.1	Patent or Trademark Privilege	X	X
28	Exemption – Medical record	X	X
31	Notice of intention to investigate	X	X
33(2)	Right to make representations to Privacy Commissioner	X	X
35(1)	Findings and recommendations of the Privacy Commissioner (complaints)	X	X
35(4)	Give applicant access to information	X	X
36(3)	Follow-up on recommendation by the Privacy Commissioner – Exempt banks	X	X
37(3)	Follow-up on recommendation by the Privacy Commissioner – Compliance	X	X
51(2)(b)	Special rule for hearings	X	X
51(3)	Submit ex parte representations	X	X
70	Exemption – Cabinet confidences	X	X
72(1)	Report to Parliament	X	X
77	Responsibilities conferred on the head of the institution by the Regulations made under section 77 which are not included above	X	X

Delegation of powers, duties and functions Delegated pursuant to Section 73 of the <i>Access to Information Act</i> Marine Atlantic Incorporated			
Section	Description	Corporate Counsel	Manager of Information Management
4(2.1)	Responsibility of head of government institution	X	X
7(a)	Notice where access is requested	X	X
7(b)	Giving access to record	X	X
8(1)	Transfer to and transfer from institution	X	X
9	Extension of time limits	X	X
11(2), (3), (4), (5) and (6)	Additional fees	X	X
12(2)(b)	Language of access	X	X
12(3)(b)	Access to record in alternative format	X	X
13	Exemption – Information obtained in confidence	X	X
14	Exemption – Federal-Provincial Affairs	X	X
15	Exemption – International Affairs and Defense	X	X
16	Exemption – Law enforcement and investigation	X	X
16.31	Exemption - Investigations under the Elections Act	X	X
16.5	Exemption – <i>Public Servants Disclosure Act</i>	X	X
16.6	Exemption – National Security and Intelligence Committee	X	X
17	Exemption – Safety of Individuals	X	X
18	Exemption – Economic interests of Canada	X	X
18.1	Exemption – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	X	X
19	Exemption – Personal Information	X	X
20	Exemption – Third party information	X	X
21	Exemption – Operations of government	X	X
22	Exemption – Testing procedures, tests and audits	X	X
22.1	Exemption – Audit working papers and draft audit reports	X	X
23	Exemption – Solicitor-client privilege	X	X
23.1	Exemption – Patent or Trademark privilege	X	X
24	Exemption – Statutory prohibitions	X	X
25	Severability	X	X
26	Exception – Information to be published	X	X
27(1) and (4)	Third party notification	X	X
28(1)(b), (2) and (4)	Third party notification	X	X
29(1)	Disclosure on recommendation of Information Commissioner	X	X
33	Advise Information Commissioner of third party involvement	X	X
35(2)(b)	Right to make representations	X	X
37(4)	Access to be given to complainant	X	X
43(1)	Notice to third party of application to Federal Court for review	X	X
44(2)	Notice to applicant of application to Federal Court by third party	X	X
52(2)(b) and (3)	Special rules for hearings	X	X
71(1)	Facilities for inspection of manuals	X	X
72	Annual Report to Parliament	X	X