



Marine Atlantic
Marine Atlantique

Canada

Access to Information Act

Marine Atlantic Inc.
Annual Report to Parliament
April 1, 2025 – March 31, 2026



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Canada

Approvals

Corporate Counsel:
ATIP Coordinator
(Delegate)

Jackie Penney

09/06/2026
Date

Director of Information
Technology and Information
Management:
ATIP Coordinator
(Delegate)

Ryan Kelly

09/06/2026
Date

Vice President:
Service and Innovation

Colin Tibbo

09/06/2026
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 2025-2026 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 *Ala'suinu*, 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 Director of Information Technology and Information Management (see Annex B – Delegation Order). The Corporate Counsel and Director of Information Technology and 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 Director of Information Technology and 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 Director of Information Technology and 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. The ATIP officer and regional ATIP staff member act as the local representative when retrieving records relating to ATIP requests at each of the Marine Atlantic Terminals and Head Office. The Director of Information Technology and Information Management receives additional support when required from the regional ATIP representative.

Proactive publications are the responsibility of the Digital Product Team (Joint IT/Marketing Group); with the primary being the Marketing Officer, and the backup the Lead Solution Architect.

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.

Marine Atlantic was not party to any new or pre-existing service agreements under section 96 of the *Access to Information Act* during this reporting period.

A – 3 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 Director of Information Technology and Information Management (see Annex B – Delegation Order).

A-4 Performance under Part 1 of the Access to Information Act, 2025–2026

Requests Received Under the Access to Information Act

Between April 1, 2025, and March 31, 2026, Marine Atlantic received 7 requests for information under the *Access to Information Act*. Two request were responded to within legislative timelines. One request has been carried over into the 2025-2026 fiscal year.

- 33.33% of all requests were responded to within legislative timelines.
- Two Requests completed within 1-30 days, three within 31-60 days, and one within 121-180 days.
- There was one 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 was one extension.
- One extension was made due to operations workload and consultations needed.
- During the reporting period, Marine Atlantic did not receive any request for consultation from another Government of Canada institution.
- 33.33% of all requests were “all disclosed”, 33.33% were “disclosed in part”, 16.7% were “all exempted”, and 16.7% were “no records exist.”

A-5 Training and Awareness

During 2025-2026 Marine Atlantic highlighted the importance of access to information, information management and records retention to its 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 and teams to educate and inform employees on the role of information management and the best practices of the employees pertaining to records and information. Informal one-on-one sessions were held as well. Meetings were held with employees of all levels across the organization, both online and at various locations within the organization. Online training and awareness sessions were given through PowerPoint, and through our corporate newsletter.

A-6 Policies, Guidelines, and Procedures

During 2025-2026 Marine Atlantic did not implement any new policies, guidelines, procedures and initiatives related to the Access to Information Act.

A-7 Initiatives and Projects to Improve Access to Information

During 2025-2026 Marine Atlantic continued the widespread rollout and use of the AMANDA software from Granicus to handle our ATI requests.

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

A-8 Summary of Key Issues and Actions Taken on Complaints

Marine Atlantic received no complaints concerning the administration of the *Access to Information Act* during 2025-2026.

A-9 Proactive Publication under Part 2 of the ATIA

Proactive Publication Requirements Table

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to	Internal group(s) or positions(s)	% of proactive publication	Link to web page where published**
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			your institution? (Y/N)	responsible for fulfilling requirement	requirements published within legislated timelines*	
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Finance Department	100%	https://www.marineatlantic.ca/about-us/corporate-information/reports
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Finance Department	100%	https://www.marineatlantic.ca/about-us/corporate-information/reports
Reports tabled in Parliament	84	Within 30 days after tabling	Y	ATIP officer	100%	https://www.marineatlantic.ca/about-us/corporate-information/reports
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N			
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that	88(b)	Within 30 days after the end of the month received	N			

is received by their office						
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N			
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N			
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N			
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	N			

June and December						
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N			
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N			
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N			

A-10 Monitoring Compliance

Marine Atlantic's *Access to Information and Privacy Act* Officer and regional staff member discuss an information request as soon as it is received by the organization. The coordinators will then analyze the projected time needed to respond to the request, based on discussions with applicable information holders throughout the Corporation.

At Marine Atlantic we review requests and make every effort to make non-exemption information available, for example, traffic reports are now available on the website.

To ensure appropriate privacy protections are included in contracts Marine Atlantic now has a standard clause included in all contracts.

With Marine Atlantic's implementation of the AMANDA software from Granicus, we monitor the requests through it's time tracking in the software. In addition to this, the ATIP Online Management Tools (AOMT) monitors the days spent on a request.

Marine Atlantic monitors the time taken to process access to information requests daily. The regional ATIP staff member reviews the current requests and what steps are remaining and monitors any new requests, and further updates the ATIP officer twice weekly, and if there are any new requests the ATIP officer is notified immediately.

To monitor the timeliness, accuracy and completeness of proactively published information the Finance, IT and Marketing teams check-in near the deadline of the report, to ensure it will be available for publication. Finance teams are tasked with ensuring accuracy and completeness of the information.

Annex A – Statistical Report

Annex B – Delegation Order



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Access to Information and Privacy Delegation Order

The President and CEO of Marine Atlantic Incorporated, pursuant to section 95 of the *Access to Information Act* and section 73 of 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 Marine Atlantic Incorporated, 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
Director of Information Technology and Information Management	Full Authority	Full Authority

Dated: July 11, 2026

Signature _____
President/Chief Executive Officer (CEO)

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

10, Place Fort William
Suite 302
Centre Baine Johnston
St. John's, T.-N.-L.
Canada A1C 1K4

709.772-8957 (Tel.)

Delegation of powers, duties and functions Delegated pursuant to Section 95 of the Access to Information Act Marine Atlantic Incorporated			
<i>Section</i>	<i>Description</i>	<i>Corporate Counsel</i>	<i>Director of Information Technology and Information Management</i>
4(2.1)	Responsibility of head of institution	X	X
7(a)	Notice where access requested	X	X
7(b)	Giving access to record		
8(1)	Transfer of request to another government 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 defence	X	X
16	Exemption: Law enforcement and investigations	X	X
16.3	Exemption: Investigations, under the <i>Elections Act</i>	X	X
16.5	Exemption: <i>Public Servants Disclosure Protection 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	Protected information — patents and trademarks	X	X
24	Exemption: Statutory prohibitions	X	X
25	Severability	X	X
26	Exception: Refusal of access if information is to be published	X	X
27(1), 27(4)	Third party notification	X	X
28(1)(b), (2),(4)	Third party notification	X	X
29(1)	Disclosure on recommendation of Information Commissioner	X	X
33	Notice to Information Commissioner of notices to third parties	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), 52(3)	Special rules for hearings	X	X
71(1)	Facilities for inspection manuals	X	X
72	Annual Report to Parliament	X	X

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>Director of Information Technology and Information Management</i>
8(2)(j)	Disclosure for research or statistical purposes	X	X
8(2)(m)	Disclosure in the public interest or in the interest of the individual	X	X
8(4)	Copies of requests under paragraph 8(2)(e)	X	X
8(5)	Notice of disclosure under paragraph 8(2)(m)	X	X
9(1)	Record of disclosures	X	X
9(4)	Consistent uses	X	X
10	Personal information banks	X	X
14	Notice when access 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		
20	Exemption - Federal-provincial affairs	X	X

21	Exemption - International affairs and defence	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 records	X	X
31	Notice of intention to investigation	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 - Compliance	X	X
37(3)	Follow-up on recommendation by the Privacy Commissioner - Exempt banks	X	X
51(2)(b)	Special rules 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

