



Marine Atlantic
Marine Atlantique

Canada^{ca}

Access to Information Act

Marine Atlantic Inc.
Annual Report to Parliament
April 1, 2013 – March 31, 2014

Canada^{ca}

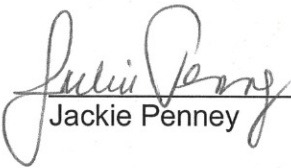


Marine Atlantic
Marine Atlantique

Canada

Approvals

Corporate Counsel:
ATIP Coordinator
(Delegate)


Jackie Penney

May 23, 2014
Date

Policy and Analysis Officer:
ATIP Coordinator
(Delegate)


Grant Hiscock

May 23, 2014
Date

Chief Information Officer:


Colin Tibbo

May 23, 2014
Date

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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.

The Corporation currently owns one vessel and charters three additional vessels 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.

2013-2014 Highlights and Accomplishments

During the fiscal year 2013-2014 Marine Atlantic addressed four Access to Information requests, two of which were carried forward from 2012-2013. One request received during the 2013-2014 reporting year was from another organization and one was from a business in the private sector. Both requests that were carried over from 2012-2013 were from businesses in the private sector. One of the requests was completed within 30 days; one within 60 days; one within 120 days; and the final request was completed in just over 180 days. There was an extension taken on three of the four requests processed during 2013-2014. One request had extensions for two reasons – interference with operations and a Section 69 consultation with the Privy Council Office. This request dealt with a large amount of information (3202 pages). It was one of the larger requests that the Corporation has received to date. There was one other request that was extended due to interference with operations and another request was extended for third party consultation. No requests have been carried over to the 2014-2015 fiscal year.

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 72 of the *Access to Information Act*, the annual report is prepared and tabled in Parliament.

2 Access to Information and Privacy Office

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 Policy and Analysis Officer (see Annex B – Delegation Order). The Corporate Counsel and Policy and Analysis Officer 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 Policy and Analysis Officer 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 Policy and Analysis Officer 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.

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 Policy and Analysis Officer 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.

3 Interpretation of the Statistical Report

3.1 Requests Received Under the Access to Information Act

Between April 1, 2013, and March 31, 2014, Marine Atlantic handled four requests for information under the *Access to Information Act* (two that were carried over from 2012-2013). All four of those requests have been completed. No requests have been carried over into the fiscal 2014-2015 year.

3.2 Trends of the Requests Received

The number of Access to Information Requests received during 2013-2014 is still relatively low (two new requests received and two carried over from 2012-2013). This is very similar to 2012-2013 when the Corporation received three new requests under the *Access to Information Act* and 2011-2012 when the Corporation received two requests. The Corporation has used similar exemptions when processing Access to Information requests for the past three years. The breakdown of the requests received during the 2013-2014 fiscal year is as follows:

- One (1) Business (Private Sector)
- One (1) Organization

3.3 Disposition of Requests Completed

In 2013-2014, Marine Atlantic processed four Access to Information requests, none of which were carried over to the following year. Two requests disclosed all information and two requests disclosed information in part.

3.4 Exemptions Invoked

During the reporting period, Marine Atlantic invoked the following exemptions: 16.1(1)(a), 18(b), 18(d), 19(1), 20(1)(b), 21(1)(a), 21(1)(b), 21(1)(c) and 21(1)(d).

3.5 Exclusions Invoked

During the reporting period, Marine Atlantic did not claim any exclusions cited pursuant to Section 68 or 69, although consultation with the Privy Council office did occur under Section 69 for one of the requests. The documents sent to the Privy Council Office were found not to be of cabinet confidence and were subsequently disclosed in part.

3.6 Extensions of Time Limits

Section 9 of the *Act* provides for the extension of the statutory time limits if consultations with a third party are necessary or the request is for a large volume of records and processing the request within the original time limit would unreasonably interfere with the operations of the Corporation.

During this reporting period one request was handled in thirty days or less; one request was handled in 60 days or less (extended due to interference with operations); one request was handled in 120 days or less (extended due to third party notice); and one request was handled in 365 days or less (closer to 180 days and extended for both interference with operations and for a Section 69 consultation with the Privy Council Office). One of these requests was extended for 30 days, but the final response was submitted past the extended deadline. This was the only request that was submitted late.

3.7 Method of Access

Printed copies of the relevant documents were given for the requests received.

3.8 Fees

The fees collected during the reporting period totaled \$10.00 (\$10.00 was collected in the previous reporting period for two of the requests that were carried over into 2013-2014).

3.9 Operational Costs to Administer the Act

Total salary costs associated with the *Access to Information Act* are estimated at \$40,000 for 2013-2014. Other administrative costs amounted to \$2,000 and professional services contracts amounted to \$30,000 for a total of \$72,000.

The associated employee resources for 2013-2014 are 3 full time employees dedicated to ATI activities on a part-time basis.

3.10 Additional Reporting Requirements

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the

Access to Information Act, Marine Atlantic is required to report on the following Exemptions and Exclusions:

Exemption	Number of Times Invoked
Section 13	0
Subsection 13(e)	0
Section 14	0
Subsections 14(a)	0
Subsections 14(b)	0

Exclusions	Number of Times Invoked
Subsection 69.1 (1)	0

3.11 Consultations Completed for Other Institutions

During 2013-2014 Marine Atlantic completed six consultations from other institutions. Marine Atlantic recommended the following:

- three information packages to be disclosed entirely;
- two information packages to be disclosed in part; and
- one information package to be exempt entirely.

4 Institutional Policies and Procedures

During the 2013-14 reporting period, Marine Atlantic did not implement any new and/or revise any Access to Information policies, guidelines or procedures.

5 Delegation of Authority

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 Policy and Analysis Officer (see Annex B – Delegation Order).

6 Education and Training

Marine Atlantic conducted one briefing to its Senior Management Team regarding the *Access to Information Act*. Fifteen people attended.

7 Complaints and Investigations

Marine Atlantic did not receive any complaints concerning the administration of the *Access to Information Act* during the fiscal year 2013-2014.

8 Processing Time Monitoring

Marine Atlantic's *Access to Information and Privacy Act* Coordinators 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. Once these discussions are complete, the Corporation may file for an extension if the projected processing time is deemed to be beyond thirty days.

Annex A – Statistical Report



Statistical Report on the Access to Information Act

Name of institution: Marine Atlantic Inc.

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	2
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (Private Sector)	1
Organization	1
Public	0
Total	2

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	1	1	0	0	0	0	2
Disclosed in part	0	0	0	1	0	1	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
Total	0	1	1	1	0	1	0	4

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	1	21(1)(a)	1
13(1)(e)	0	16.1(1)(a)	1	18.1(1)(a)	0	21(1)(b)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	1
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	1	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	1	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	2	0	0
Disclosed in part	2	0	0
Total	4	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	8	8	2
Disclosed in part	3300	3205	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	2	8	0	0	0	0	0	0	0	0
Disclosed in part	1	3	0	0	0	0	1	3202	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	3	11	0	0	0	0	1	3202	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	2	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	1	0	2	0	3

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
1	0	1	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	1	1

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	2	1	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	2	1	0	1

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	1	0	0	1
31 to 60 days	0	0	0	0
61 to 120 days	1	0	0	0
121 to 180 days	0	1	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	2	1	0	1

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	2	\$10	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	2	\$10	0	\$0

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	6	297	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	6	297	0	0
Closed during the reporting period	6	297	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	2	1	0	0	0	0	0	3
Disclose in part	2	0	0	0	0	0	0	2
Exempt entirely	0	0	1	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	4	1	1	0	0	0	0	6

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	1	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	1	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$40,000
Overtime		\$0
Goods and Services		\$32,000
• Professional services contracts	\$30,000	
• Other	\$2,000	
Total		\$72,000

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	3.00	3.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.00	3.00	3.00

Annex B - Access to Information and Privacy Delegation Order



Marine Atlantic
Marine Atlantique

Canada

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
Policy and Analysis Officer	Full Authority	Full Authority

Dated: May 23, 2014

Paul Griffin
President and 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.)
709.772-8956 (Fax)

**Delegation of powers, duties and functions
Delegated pursuant to Section 73 of the *Access to Information Act*
Marine Atlantic Incorporated**

Section	Description	Corporate Counsel	Policy and Analysis Officer
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
16.5	Exemption – <i>Public Servants Disclosure Act</i>	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
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



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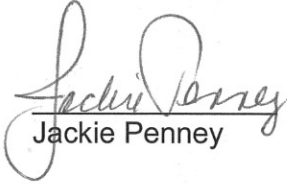


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(Delegate)


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May 23, 2014
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1 Introduction

The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information about them that is held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose, and dispose of any personal information.

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.

The Corporation currently owns one vessel and charters three additional vessels 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.

2013-2014 Highlights and Accomplishments

During the fiscal year 2013–2014 Marine Atlantic received no requests for information under the *Privacy Act*. This low number of requests is consistent with that of previous years. In 2012-2013 and 2011-2012 combined, the Corporation received two requests under the *Privacy Act*. No *Privacy Act* Consultations were completed for any other institutions during 2013-2014.

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 Centre
St. John's, NL A1C 1K4

Privacy Act Statement

In accordance with section 72 of the *Privacy Act*, the annual report is prepared and tabled in Parliament.

2 Access to Information and Privacy Office

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

The Policy and Analysis Officer 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 Policy and Analysis Officer 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.

Each Marine Atlantic terminal 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 Policy and Analysis Officer 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 of Canada 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.

3 Interpretation of the Statistical Report

3.1 Requests Received Under the Privacy Act

Between April 1, 2013, and March 31, 2014, Marine Atlantic did not handle any requests for information under the *Privacy Act*.

3.2 Exemptions Invoked

No exemptions were invoked during the reporting period.

3.3 Permissible Disclosure of Personal Information

Personal information collected by Marine Atlantic is only disclosed for the purpose for which it was collected. This is in accordance with paragraph 8(2)(a) of the *Privacy Act*. During 2013-2014, Marine Atlantic did not disclose personal information.

3.4 Costs

Total salary costs associated with the *Privacy Act* are estimated at \$0 for 2013-2014. This low cost can be attributed to the low number of requests and lack of records which required processing.

4 Institutional Policies and Procedures

During fiscal year 2013–2014 Marine Atlantic did not implement any new and/or revised Privacy policies, guidelines or procedures.

5 Delegation of Authority

The President/CEO of Marine Atlantic has delegated all powers and responsibilities bestowed upon him under the *Privacy Act* to the Corporate Counsel and Policy and Analysis Officer (see Annex B – Delegation Order).

6 Education and Training

During the 2013-2014 reporting period Marine Atlantic did not conduct any training activities with respect to the *Privacy Act*.

7 Complaints and Investigations

There were no complaints received concerning the administration of the *Privacy Act*. There were also no privacy breaches and no difficulties have been encountered in the administration of the *Privacy Act* during the reporting period.

8 Privacy Impact Assessments

In 2010, Treasury Board issued a directive that requires federal government institutions subject to the *Privacy Act* to conduct Privacy Impact Assessments (PIA) before establishing new programs, systems or policies or before making any substantial modifications to an existing program, system or policy.

During this reporting period, Marine Atlantic did not initiate any Privacy Impact Assessments (PIA) and, therefore, no assessments were forwarded to the Office of the Privacy Commissioner.

To date, Marine Atlantic has not posted PIA summaries on its institutional website.

9 Disclosure Pursuant to Paragraph 8(2)(m)

Subsection 8(2) of the *Privacy Act* describes the circumstances under which personal information under the control of a government institution may be disclosed without the consent of the individual to whom the information pertains. Such disclosures are discretionary and are subject to any other Act of Parliament.

Marine Atlantic did not make any disclosures pursuant to paragraph 8(2)(m) during the reporting period.

10 Data Matching and Sharing Activities

Marine Atlantic did not establish any new systems or processes which lead to data matching or sharing of personal information, either within the Corporation or any external sources.

11 Processing Time Monitoring

Marine Atlantic's *Access to Information and Privacy Act* Coordinators 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.

Annex A – Statistical Report



Statistical Report on the *Privacy Act*

Name of institution: Marine Atlantic Inc.

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
Total	0	0	0	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	0.00	0.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.00	0.00	0.00

Annex B - Access to Information and Privacy Delegation Order



Marine Atlantic
Marine Atlantique

Canada

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
Policy and Analysis Officer	Full Authority	Full Authority

Dated: May 23, 2014

Paul Griffin
President and 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.)
709.772-8956 (Fax)

**Delegation of powers, duties and functions
Delegated pursuant to Section 73 of the Privacy Act
Marine Atlantic Incorporated**

Section	Description	Corporate Counsel	Policy and Analysis Officer
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
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
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