



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

**Canada**

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## Access to Information Act

Marine Atlantic Inc.  
Annual Report to Parliament  
April 1, 2014 – March 31, 2015

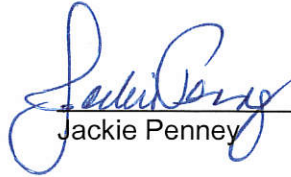


**Marine Atlantic**  
**Marine Atlantique**

**Canada**

**Approvals**

Corporate Counsel:  
ATIP Coordinator  
(Delegate)

  
Jackie Penney

May 21, 2015  
Date

Policy and Analysis Officer:  
ATIP Coordinator  
(Delegate)

  
Grant Hiscock

May 21/15  
Date

Chief Information Officer:

  
Colin Tibbo

May 21/15  
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.

## ***2014-2015 Highlights and Accomplishments***

During the fiscal year 2014-2015 Marine Atlantic received eight Access to Information requests, five of which were completed during fiscal 2014-2015. There were no requests carried over from fiscal 2013-2014. One request received during the 2014-2015 reporting year was from Academia, two were from Businesses (private sector) and five were from Organizations. Three of the requests were completed within 30 days; one within 60 days; and one within 120 days. There was an extension taken on two of the five requests processed during 2014-2015. Three requests have been carried over to the 2015-2016 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, 2014, and March 31, 2015, Marine Atlantic received eight requests for information under the *Access to Information Act* (none were carried over from 2013-2014). Five of those requests have been completed. Three requests have been carried over into the 2015-2016 fiscal year.

### ***3.2 Trends of the Requests Received***

The number of Access to Information Requests received during 2014-2015 is still relatively low (eight new requests received). This is an increase from 2013-2014 when the Corporation received two new requests under the *Access to Information Act* and in 2012-2013 when the Corporation received three 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 2014-2015 fiscal year is as follows:

- One (1) Academia
- Two (2) Business (private sector)
- Five (5) Organization

### ***3.3 Disposition of Requests Completed***

In 2014-2015, Marine Atlantic received eight Access to Information Requests and completed five of those requests. Three requests were carried over into fiscal 2015-2016. One request disclosed all information, three requests disclosed information in part and one request was transferred to another organization.

### ***3.4 Exemptions Invoked***

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

### **3.5 Exclusions Invoked**

During the reporting period, Marine Atlantic did not claim any exclusions cited pursuant to Section 68 or 69.

### **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 three requests were 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 legal advice sought). No requests that required an extension were submitted past the extension deadline.

### **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 \$35.00. No fee was charged for the request that was transferred to another organization.

### **3.9 Operational Costs to Administer the Act**

Total salary costs associated with the *Access to Information Act* are estimated at \$40,000 for 2014-2015 and professional services contracts amounted to \$5,480 for a total of \$45,480.

The associated employee resources for 2014-2015 are 3 full time employees dedicated to ATI activities on a part-time basis, for a total of 0.3 of an FTE dedicated to ATI activities.

### **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:

| <b>Exemption</b>  | <b>Number of Times Invoked</b> |
|-------------------|--------------------------------|
| Section 13        | 0                              |
| Subsection 13(e)  | 0                              |
| Section 14        | 0                              |
| Subsections 14(a) | 0                              |
| Subsections 14(b) | 0                              |

| <b>Exclusions</b>   | <b>Number of Times Invoked</b> |
|---------------------|--------------------------------|
| Subsection 69.1 (1) | 0                              |

### ***3.11 Consultations Completed for Other Institutions***

During 2014-2015 Marine Atlantic received one consultation from another institution. This consultation was still pending at the end of the reporting period.

## **4 Institutional Policies and Procedures**

During the 2014-2015 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 two briefings to members of its Senior Management Team regarding the *Access to Information Act*. Six people attended.

## **7 Complaints and Investigations**



Marine Atlantic received one complaint concerning the administration of the *Access to Information Act* during the fiscal year 2014-2015. The complaint concerned a time extension that the Corporation took for one of the information requests received during the year. In response to this complaint, the Corporation supplied all relevant information relating to the request to the Office of the Information Commissioner as per the direction given to Marine Atlantic. This complaint was not closed as of March 31, 2015.

## **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: 2014-04-01 to 2015-03-31

### Part 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

|  | Number of Requests |
|--|--------------------|
| Received during reporting period           | 8                  |
| Outstanding from previous reporting period | 0                  |
| <b>Total</b>                               | <b>8</b>           |
| Closed during reporting period             | 5                  |
| Carried over to next reporting period      | 3                  |

#### 1.2 Sources of requests

| Source                    | Number of Requests |
|---------------------------|--------------------|
| Media                     | 0                  |
| Academia                  | 1                  |
| Business (private sector) | 2                  |
| Organization              | 5                  |
| Public                    | 0                  |
| Decline to Identify       | 0                  |
| <b>Total</b>              | <b>8</b>           |

#### 1.3 Informal 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 |       |
| 0               | 1             | 0             | 0              | 0               | 0               | 0                  | 1     |

**Note:** All requests previously recorded as "treated informally" will now be accounted for in this section only.

## 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             | 0             | 0              | 0               | 0               | 0                  | 1        |
| Disclosed in part            | 0               | 1             | 1             | 1              | 0               | 0               | 0                  | 3        |
| 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               | 1             | 0             | 0              | 0               | 0               | 0                  | 1        |
| Request abandoned            | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| Neither confirmed nor denied | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| <b>Total</b>                 | <b>0</b>        | <b>3</b>      | <b>1</b>      | <b>1</b>       | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>5</b> |

### 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)      | 0                  | 18(a)      | 0                  | 20.1     | 0                  |
| 13(1)(b)      | 0                  | 16(2)(a)   | 0                  | 18(b)      | 1                  | 20.2     | 0                  |
| 13(1)(c)      | 0                  | 16(2)(b)   | 0                  | 18(c)      | 0                  | 20.4     | 0                  |
| 13(1)(d)      | 0                  | 16(2)(c)   | 0                  | 18(d)      | 1                  | 21(1)(a) | 0                  |
| 13(1)(e)      | 0                  | 16(3)      | 0                  | 18.1(1)(a) | 0                  | 21(1)(b) | 0                  |
| 14            | 0                  | 16.1(1)(a) | 0                  | 18.1(1)(b) | 0                  | 21(1)(c) | 0                  |
| 14(a)         | 0                  | 16.1(1)(b) | 0                  | 18.1(1)(c) | 0                  | 21(1)(d) | 0                  |
| 14(b)         | 0                  | 16.1(1)(c) | 0                  | 18.1(1)(d) | 0                  | 22       | 0                  |
| 15(1)         | 0                  | 16.1(1)(d) | 0                  | 19(1)      | 0                  | 22.1(1)  | 0                  |
| 15(1) - I.A.* | 0                  | 16.2(1)    | 0                  | 20(1)(a)   | 0                  | 23       | 0                  |
| 15(1) - Def.* | 0                  | 16.3       | 0                  | 20(1)(b)   | 0                  | 24(1)    | 0                  |
| 15(1) - S.A.* | 0                  | 16.4(1)(a) | 0                  | 20(1)(b.1) | 0                  | 26       | 0                  |
| 16(1)(a)(i)   | 0                  | 16.4(1)(b) | 0                  | 20(1)(c)   | 3                  |          |                    |
| 16(1)(a)(ii)  | 0                  | 16.5       | 0                  | 20(1)(d)   | 3                  |          |                    |
| 16(1)(a)(iii) | 0                  | 17         | 0                  |            |                    |          |                    |
| 16(1)(b)      | 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)    | 0                  | 69(1)(g) re (a) | 0                  |
| 68(b)   | 0                  | 69(1)(a) | 0                  | 69(1)(g) re (b) | 0                  |
| 68(c)   | 0                  | 69(1)(b) | 0                  | 69(1)(g) re (c) | 0                  |
| 68.1    | 0                  | 69(1)(c) | 0                  | 69(1)(g) re (d) | 0                  |
| 68.2(a) | 0                  | 69(1)(d) | 0                  | 69(1)(g) re (e) | 0                  |
| 68.2(b) | 0                  | 69(1)(e) | 0                  | 69(1)(g) re (f) | 0                  |
|         |                    | 69(1)(f) | 0                  | 69.1(1)         | 0                  |

## 2.4 Format of information released

| Disposition       | Paper    | Electronic | Other Formats |
|-------------------|----------|------------|---------------|
| All disclosed     | 1        | 0          | 0             |
| Disclosed in part | 3        | 0          | 0             |
| <b>Total</b>      | <b>4</b> | <b>0</b>   | <b>0</b>      |

## 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                | 3                         | 3                         | 1                  |
| Disclosed in part            | 77                        | 77                        | 3                  |
| All exempted                 | 0                         | 0                         | 0                  |
| All excluded                 | 0                         | 0                         | 0                  |
| Request abandoned            | 0                         | 0                         | 0                  |
| Neither confirmed nor denied | 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                | 1                             | 3               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part            | 3                             | 77              | 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               |
| Request abandoned            | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Neither confirmed nor denied | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>                 | <b>4</b>                      | <b>80</b>       | <b>0</b>                | <b>0</b>        | <b>0</b>                 | <b>0</b>        | <b>0</b>                  | <b>0</b>        | <b>0</b>                       | <b>0</b>        |

### 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                  | 1                   | 0        | 2        |
| All exempted          | 0                     | 0                  | 0                   | 0        | 0        |
| All excluded          | 0                     | 0                  | 0                   | 0        | 0        |
| Request abandoned     | 0                     | 0                  | 0                   | 0        | 0        |
| Neither confirmed nor | 0                     | 0                  | 0                   | 0        | 0        |
| <b>Total</b>          | <b>1</b>              | <b>0</b>           | <b>1</b>            | <b>0</b> | <b>2</b> |

### 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 |
| 2   | 1                | 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   | 0   | 0        |
| 16 to 30 days                | 0   | 1   | 1        |
| 31 to 60 days                | 0   | 1   | 1        |
| 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        |
| <b>Total</b>                 | <b>0</b>  | <b>2</b>  | <b>2</b> |

### 2.7 Requests for translation

| Translation Requests | Accepted | Refused  | Total    |
|----------------------|----------|----------|----------|
| English to French    | 0        | 0        | 0        |
| French to English    | 0        | 0        | 0        |
| <b>Total</b>         | <b>0</b> | <b>0</b> | <b>0</b> |

### Part 3: Extensions

#### 3.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 9(1)(a)<br>Interference With Operations | 9(1)(b)<br>Consultation |          | 9(1)(c)<br>Third-Party Notice |
|--|---|-------------------------|----------|-------------------------------|
|  |   | Section 69              | Other    |                               |
| All disclosed  | 0                                       | 0                       | 0        | 0                             |
| Disclosed in part                                    | 1                                       | 0                       | 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                             |
| <b>Total</b>   | <b>1</b>                                | <b>0</b>                | <b>0</b> | <b>1</b>                      |

#### 3.2 Length of extensions

| Length of Extensions | 9(1)(a)<br>Interference With Operations | 9(1)(b)<br>Consultation |          | 9(1)(c)<br>Third-Party Notice |
|----------------------|---|-------------------------|----------|-------------------------------|
|                      |   | Section 69              | Other    |                               |
| 30 days or less      | 1                                       | 0                       | 0        | 0                             |
| 31 to 60 days        | 0                                       | 0                       | 0        | 1                             |
| 61 to 120 days       | 0                                       | 0                       | 0        | 0                             |
| 121 to 180 days      | 0                                       | 0                       | 0        | 0                             |
| 181 to 365 days      | 0                                       | 0                       | 0        | 0                             |
| 365 days or more     | 0                                       | 0                       | 0        | 0                             |
| <b>Total</b>         | <b>1</b>                                | <b>0</b>                | <b>0</b> | <b>1</b>                      |

### Part 4: Fees

| Fee Type           | Fee Collected      |             | Fee Waived or Refunded |            |
|--------------------|--------------------|-------------|------------------------|------------|
|                    | Number of Requests | Amount      | Number of Requests     | Amount     |
| Application        | 7                  | \$35        | 1                      | \$5        |
| 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        |
| <b>Total</b>       | <b>7</b>           | <b>\$35</b> | <b>1</b>               | <b>\$5</b> |

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 Consultations received from other Government of Canada institutions and organizations

| Consultations                                  | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during reporting period               | 1                                       | 11                        | 0                   | 0                         |
| Outstanding from the previous reporting period | 0                                       | 0                         | 0                   | 0                         |
| <b>Total</b>                                   | 1                                       | 11                        | 0                   | 0                         |
| Closed during the reporting period             | 0                                       | 0                         | 0                   | 0                         |
| Pending at the end of the reporting period     | 1                                       | 11                        | 0                   | 0                         |

### 5.2 Recommendations and completion time for consultations received from other Government of Canada 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 | More 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     |
| <b>Total</b>              | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |

### 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 | More 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     |
| <b>Total</b>              | 0   | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |



## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

| Number of Days | Fewer 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 |
| 1 to 15        | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 16 to 30       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 31 to 60       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 61 to 120      | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 121 to 180     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 181 to 365     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| More than 365  | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>   | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

### 6.2 Requests with Privy Council Office

| Number of Days | Fewer 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 |
| 1 to 15        | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 16 to 30       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 31 to 60       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 61 to 120      | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 121 to 180     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 181 to 365     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| More than 365  | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>   | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

## Part 7: Complaints and Investigations

| Section 32 | Section 35 | Section 37 | Total |
|------------|------------|------------|-------|
| 1          | 1          | 0          | 2     |

## Part 8: Court Action

| Section 41 | Section 42 | Section 44 | Total |
|------------|------------|------------|-------|
| 0          | 0          | 0          | 0     |

**Part 9: Resources Related to the Access to Information Act**

**9.1 Costs**

| Expenditures                      |         | Amount          |
|-----------------------------------|---------|-----------------|
| Salaries                          |         | \$40,000        |
| Overtime                          |         | \$0             |
| Goods and Services                |         | \$5,480         |
| • Professional services contracts | \$5,480 |                 |
| • Other                           | \$0     |                 |
| <b>Total</b>                      |         | <b>\$45,480</b> |

**9.2 Human Resources**

| Resources                        | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees              | 0.30   |
| Part-time and casual employees   | 0.00   |
| Regional staff                   | 0.00   |
| Consultants and agency personnel | 0.00   |
| Students                         | 0.00   |
| <b>Total</b>                     | <b>0.30</b>  |

**Note:** Enter values to two decimal places.

## **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 21, 2015

  
 \_\_\_\_\_  
 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**

| <b>Section</b>               | <b>Description</b>   | <b>Corporate Counsel</b> | <b>Policy and Analysis Officer</b> |
|------------------------------|--|--------------------------|------------------------------------|
| 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                                  |



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

**Canada**

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## Privacy Act

Marine Atlantic Inc.  
Annual Report to Parliament  
April 1, 2014 – March 31, 2015

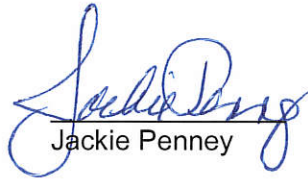


**Marine Atlantic**  
**Marine Atlantique**

**Canada**

**Approvals**

Corporate Counsel:  
ATIP Coordinator  
(Delegate)

  
Jackie Penney

May 20, 2015  
Date

Policy and Analysis Officer:  
ATIP Coordinator  
(Delegate)

  
Grant Hiscock

May 21, 2015  
Date

Chief Information Officer:

  
Colin Tibbo

May 21/15  
Date

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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.

## ***2014-2015 Highlights and Accomplishments***

During the fiscal year 2014–2015 Marine Atlantic received no requests for information under the *Privacy Act*. This low number of requests is consistent with that of previous years. In 2013-2014, the Corporation also received no requests and 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 2014-2015.

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, 2014, and March 31, 2015, 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 2014-2015, Marine Atlantic did not disclose personal information.

### ***3.4 Costs***

Total salary costs associated with the *Privacy Act* are estimated at \$0 for 2014-2015. 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 2014–2015 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 2014-2015 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: 2014-04-01 to 2015-03-31

### Part 1: Requests Under the *Privacy Act*

|  | Number of Requests |
|--|--------------------|
| Received during reporting period           | 0                  |
| Outstanding from previous reporting period | 0                  |
| <b>Total</b>                               | <b>0</b>           |
| 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        |
| Neither confirmed nor denied | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0        |
| <b>Total</b>                 | <b>0</b>        | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>        | <b>0</b>        | <b>0</b>           | <b>0</b> |

## 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)    | 0                  | 70(1)(d) | 0                  |
| 69(1)(b) | 0                  | 70(1)(a) | 0                  | 70(1)(e) | 0                  |
| 69.1     | 0                  | 70(1)(b) | 0                  | 70(1)(f) | 0                  |
|          |                    | 70(1)(c) | 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             |
| <b>Total</b>      | 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                  |
| Neither confirmed nor denied | 0                         | 0                         | 0                  |
| <b>Total</b>                 | 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               |
| Request abandoned            | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Neither confirmed nor denied | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>                 | 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     |
| Request abandoned            | 0                     | 0                   | 0                      | 0     | 0     |
| Neither confirmed nor denied | 0                     | 0                   | 0                      | 0     | 0     |
| <b>Total</b>                 | 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     |
| <b>Total</b>                 | 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     |
| <b>Total</b>         | 0        | 0       | 0     |

## Part 3: Disclosures Under Subsections 8(2) and 8(5)

| Paragraph 8(2)(e) | Paragraph 8(2)(m) | Subsection 8(5) | Total |
|-------------------|-------------------|-----------------|-------|
| 0                 | 0                 | 0               | 0     |

## Part 4: Requests for Correction of Personal Information and Notations

| Disposition for Correction Requests Received | Number |
|--|--------|
| Notations attached                           | 0      |
| Requests for correction accepted             | 0      |
| <b>Total</b>                                 | 0      |

## Part 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 15(a)(i)<br>Interference With Operations | 15(a)(ii)<br>Consultation |       | 15(b)<br>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                                  |
| <b>Total</b>   | 0  | 0                         | 0     | 0                                  |

## 5.2 Length of extensions

| Length of Extensions | 15(a)(i)<br>Interference with<br>operations | 15(a)(ii)<br>Consultation |       | 15(b)<br>Translation<br>purposes |
|----------------------|---|---------------------------|-------|----------------------------------|
|                      |   | Section 70                | Other |                                  |
| 1 to 15 days         | 0   | 0                         | 0     | 0                                |
| 16 to 30 days        | 0   | 0                         | 0     | 0                                |
| <b>Total</b>         | 0   | 0                         | 0     | 0                                |

## Part 6: Consultations Received From Other Institutions and Organizations

### 6.1 Consultations received from other Government of Canada institutions and other organizations

| Consultations                                  | Other<br>Government of<br>Canada<br>Institutions | Number of Pages<br>to Review | Other<br>Organizations | Number of Pages<br>to Review |
|--|--|------------------------------|------------------------|------------------------------|
| Received during the reporting period           | 0  | 0                            | 0                      | 0                            |
| Outstanding from the previous reporting period | 0  | 0                            | 0                      | 0                            |
| <b>Total</b>                                   | 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 of Canada institutions

| Recommendation            | Number of Days Required to Complete Consultation Requests |                  |                  |                      |                       |                       |                             | Total |
|---------------------------|---|------------------|------------------|----------------------|-----------------------|-----------------------|-----------------------------|-------|
|                           | 1 to 15<br>Days   | 16 to 30<br>Days | 31 to 60<br>Days | 61 to<br>120<br>Days | 121 to<br>180<br>Days | 181 to<br>365<br>Days | More<br>Than<br>365<br>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     |
| Consult other institution | 0   | 0                | 0                | 0                    | 0                     | 0                     | 0                           | 0     |
| Other                     | 0   | 0                | 0                | 0                    | 0                     | 0                     | 0                           | 0     |
| <b>Total</b>              | 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 |               |               |                |                 |                  |                    |       |
|---------------------------|---|---------------|---------------|----------------|-----------------|------------------|--------------------|-------|
|                           | 1 to 15 Days  | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Ddays | More Than 365 Days | Total |
| 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     |
| Consult other institution | 0   | 0             | 0             | 0              | 0               | 0                | 0                  | 0     |
| Other                     | 0   | 0             | 0             | 0              | 0               | 0                | 0                  | 0     |
| <b>Total</b>              | 0   | 0             | 0             | 0              | 0               | 0                | 0                  | 0     |

## Part 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 Requests with Legal Services

| Number of Days | Fewer 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 |
| 1 to 15        | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 16 to 30       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 31 to 60       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 61 to 120      | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 121 to 180     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 181 to 365     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| More than 365  | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>   | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

### 7.2 Requests with Privy Council Office

| Number of Days | Fewer 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 |
| 1 to 15        | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 16 to 30       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 31 to 60       | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 61 to 120      | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 121 to 180     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 181 to 365     | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| More than 365  | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>   | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

**Part 8: Complaints and Investigations Notices Received**

| Section 31 | Section 33 | Section 35 | Court action | Total |
|------------|------------|------------|--------------|-------|
| 0          | 0          | 0          | 0            | 0     |

**Part 9: Privacy Impact Assessments (PIAs)**

|                            |   |
|----------------------------|---|
| Number of PIA(s) completed | 0 |
|----------------------------|---|

**Part 10: Resources Related to the *Privacy Act***

**10.1 Costs**

| Expenditures                      | Amount     |
|-----------------------------------|------------|
| Salaries                          | \$0        |
| Overtime                          | \$0        |
| Goods and Services                | \$0        |
| • Professional services contracts | \$0        |
| • Other                           | \$0        |
| <b>Total</b>                      | <b>\$0</b> |

**10.2 Human Resources**

| Resources                        | Person Years Dedicated to Privacy Activities |
|----------------------------------|--|
| Full-time employees              | 0.00   |
| Part-time and casual employees   | 0.00   |
| Regional staff                   | 0.00   |
| Consultants and agency personnel | 0.00   |
| Students                         | 0.00   |
| <b>Total</b>                     | <b>0.00</b>                                  |

**Note:** Enter values to two decimal places.

## **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 21, 2015

  
\_\_\_\_\_  
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**

| <b>Section</b> | <b>Description</b>  | <b>Corporate Counsel</b> | <b>Policy and Analysis Officer</b> |
|----------------|---|--------------------------|------------------------------------|
| 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                                  |