



Marine Atlantic
Marine Atlantique

Canada

Access to Information Act

Marine Atlantic Inc.
Annual Report to Parliament
April 1, 2016 – March 31, 2017

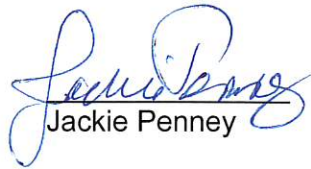


Marine Atlantic
Marine Atlantique

Canada

Approvals

Corporate Counsel:
ATIP Coordinator
(Delegate)


Jackie Penney

May 10, 2017
Date

Policy and Analysis Officer:
ATIP Coordinator
(Delegate)


Grant Hiscock

May 12, 2017
Date

Chief Information Officer:


Colin Tibbo

May 12, 2017
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 three vessels and charters one additional vessel to meet the traffic demands on the ferry service routes. These vessels are the *MV Leif Ericson*, the *MV Atlantic Vision*, the *MV Blue Puttees* and the *MV Highlanders*.

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

2016-2017 Highlights and Accomplishments

During the fiscal year 2016-2017 Marine Atlantic received twelve Access to Information requests, eleven of which were completed during fiscal 2016-2017 with one being carried over to 2017-2018. One request received during the 2016-2017 reporting year was from Academia, eight were from Business (private sector), two were from Organizations and one was from the Public. Four of the requests were completed within 30 days, three were completed within 60 days, three were completed within 120 days, and one request was completed within 180 days. There was an extension taken on 7 of the requests processed during 2016-2017. One request has been carried over to the 2017-2018 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, 2016, and March 31, 2017, Marine Atlantic received twelve requests for information under the *Access to Information Act* (none were carried over from 2015-2016). Eleven of the requests received during 2016-2017 were completed during 2016-2017). One request has been carried over into the 2017-2018 fiscal year.

3.2 Trends of the Requests Received

The number of Access to Information Requests received during 2016-2017 is still relatively low (twelve new requests received). This is an increase from 2015-2016 when the Corporation received nine new requests under the *Access to Information Act* and in 2014-2015 when the Corporation received eight 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 2016-2017 fiscal year is as follows:

- One (1) Academia
- Eight (8) Business (private sector)
- Two (2) Organization
- One (1) Public

3.3 Disposition of Requests Completed

In 2016-2017, Marine Atlantic received twelve Access to Information Requests and completed eleven of those requests. One request was carried over into fiscal 2017-2018. Six requests disclosed all information, four requests disclosed information in part, and no records existed for one request.

3.4 Exemptions Invoked

During the reporting period, Marine Atlantic invoked the following exemptions: 18(b), 18(d), 19(1), 20(1)(c), 20(1)(d), 21(1)(a), 21(1)(b), 21(1)(d), 23.

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 four requests were processed within 30 days, three requests were processed within 60 days, three requests were processed within 120 days, and one request was processed within 180 days. Two requests were extended for 30 days under section 9(1)(a), one request was extended for 30 days under section 9(1)(b), two requests were extended for 60 days under section 9(1)(a), and two requests were extended for 90 days under 9(1)(a). One request that required an extension was submitted past the extension deadline due to an extensive workload at the time.

3.7 Method of Access

Printed copies of the relevant documents were given for seven of the requests and electronic copies were given for three of the requests (no records existed for one of the requests).

3.8 Fees

The fees collected during the reporting period totaled \$60.00.

3.9 Operational Costs to Administer the Act

Total salary costs associated with the *Access to Information Act* are estimated at \$66,500 for 2016-2017 and professional services contracts amounted to \$80,250 for a total of \$146,750.

The associated employee resources for 2015-2016 are 3 full time employees dedicated to ATI activities on a part-time basis, for a total of 0.9 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:

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 2016-2017 Marine Atlantic received four consultations from other Government of Canada institutions. The one consultation that was carried over to 2016-2017 was cancelled in early 2016-2017. All four of the consultations were completed in 2016-2017.

4 Institutional Policies and Procedures

During the 2016-2017 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 members of its Senior Management Team regarding the *Access to Information Act*. Eight people attended.

7 Complaints and Investigations

Marine Atlantic did not receive any complaints concerning the administration of the Access to Information Act during 2015-2016.

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: 2016-04-01 to 2017-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	12
Outstanding from previous reporting period	0
Total	12
Closed during reporting period	11
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	8
Organization	2
Public	1
Decline to Identify	0
Total	12

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	
2	0	0	0	0	0	0	2

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	3	2	1	0	0	0	6
Disclosed in part	0	0	1	2	1	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	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
Total	0	4	3	3	1	0	0	11

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)	3	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)	3	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
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)	1
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)	3	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
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)	1		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
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	4	2	0
Disclosed in part	3	1	0
Total	7	3	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	105	105	6
Disclosed in part	7418	7418	4
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	6	105	0	0	0	0	0	0	0	0
Disclosed in part	1	35	1	428	0	0	1	1170	1	5785
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
Total	7	140	1	428	0	0	1	1170	1	5785

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	1	0	1
Disclosed in part	1	0	5	0	6
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
Total	1	0	6	0	7

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	1	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	1	1
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	3	0	0	0
Disclosed in part	3	0	1	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	6	0	1	0

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	2	0	1	0
31 to 60 days	2	0	0	0
61 to 120 days	2	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
Total	6	0	1	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	12	\$60	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	12	\$60	0	\$0

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	4	211	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	211	0	0
Closed during the reporting period	4	211	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 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	2	0	0	0	0	0	0	2
Disclose in part	0	2	0	0	0	0	0	2
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	2	2	0	0	0	0	0	4

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
Total	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
Total	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
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

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		\$66,500
Overtime		\$0
Goods and Services		\$80,250
• Professional services contracts	\$80,250	
• Other	\$0	
Total		\$146,750

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.90
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.90

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 11, 2017



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

**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



Marine Atlantic
Marine Atlantique

Canada

Privacy Act

Marine Atlantic Inc.
Annual Report to Parliament
April 1, 2016 – March 31, 2017

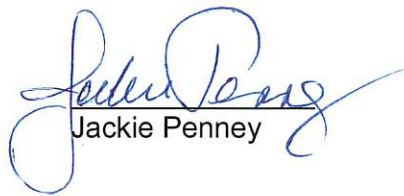


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Approvals

Corporate Counsel:
ATIP Coordinator
(Delegate)


Jackie Penney

May 11, 2017
Date

Policy and Analysis Officer:
ATIP Coordinator
(Delegate)


Grant Hiscock

May 12, 2017
Date

Chief Information Officer:


Colin Tibbo

May 12, 2017
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 three vessels and charters one additional vessel to meet the traffic demands on the ferry service routes. These vessels are the MV *Leif Ericson*, the MV *Atlantic Vision*, the MV *Blue Puttees* and the MV *Highlanders*.

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

2016-2017 Highlights and Accomplishments

During the fiscal year 2016–2017 Marine Atlantic received three requests for information under the *Privacy Act*. This low number of requests is consistent with that of previous years. In 2015-2016 the Corporation received one request and in 2014-2015 Marine Atlantic received no requests under the *Privacy Act*. No *Privacy Act* Consultations were completed for any other institutions during 2016-2017.

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, 2016, and March 31, 2017, Marine Atlantic received and processed three requests for information under the *Privacy Act*.

3.2 Exemptions Invoked

Exemption 26 of the *Privacy Act* was invoked during the reporting period for one request that Marine Atlantic received and processed. One request was disclosed in full no records existed for one request.

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 2016-2017, Marine Atlantic did not disclose personal information.

3.4 Costs

Total salary costs associated with the *Privacy Act* are estimated at \$7,500 for 2015-2016. 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 2016–2017 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 2016-2017 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: 2016-04-01 to 2017-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	0
Total	3
Closed during reporting period	3
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	1	0	0	0	0	1
Disclosed in part	0	1	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	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
Total	0	2	1	0	0	0	0	3

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	1
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	1	0
Disclosed in part	1	0	0
Total	1	1	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	3	3	1
Disclosed in part	10	10	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	13	13	2

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	1	10	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
Total	2	13	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	1	0	0	1
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
Total	0	1	0	0	1

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	0	0	1

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	1	0	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	1	0	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: 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
Total	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 of Canada institutions and other organizations

Consultations	Other Government of Canada 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 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	
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
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	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
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

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

10.1 Costs

Expenditures	Amount
Salaries	\$7,500
Overtime	\$0
Goods and Services	\$3,086
• Professional services contracts	\$3,086
• Other	\$0
Total	\$10,586

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.15
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.15

Note: Enter values to two decimal places.

Annex B - Access to Information and Privacy Delegation Order



Marine Atlantic
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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 11, 2017

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

**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