



FRESHWATER FISH MARKETING CORPORATION

ANNUAL REPORT

ON THE

ACCESS TO INFORMATION ACT

AND THE

PRIVACY ACT

FOR THE PERIOD

APRIL 1, 2021, TO March 31, 2022

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INTRODUCTION

Purpose of Act

The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. The *Privacy Act* governs how the federal government handles personal information that it collects, uses, or discloses from the general public and its own employees.

In accordance with section 94 of the *Access to Information Act*, Section 20 of the *Service Fees Act*, and section 72 of the *Privacy Act*, Freshwater Fish Marketing Corporation (FFMC) is pleased to present to Parliament its integrated annual report on the administration of the *Access to Information Act* and the *Privacy Act* for the 2021 to 2022 fiscal year.

The Freshwater Fish Marketing Corporation is a Federal Crown Corporation established by Parliament through the *Freshwater Fish Marketing Act* in 1969. The Corporation was created to serve as an export-marketing agency for the inland commercial fisheries in Manitoba, Northwest Territories and Alberta. Under the *Act*, FFMC's mandate is to purchase all fish for which we have established supply contracts, create an orderly market, promote international markets, increase trade in fish, and maximize returns to commercial fishers. FFMC purchases fish from various fishers and delivery points throughout the province of Manitoba. The Corporation then processes and sells the fish providing the profits as returns to the fishers. We operate our main facility in Winnipeg as well as several locations throughout rural Manitoba.

Freshwater Fish functions like a producer's co-operative of provincially licensed Canadian commercial fishers located primarily in Manitoba, Saskatchewan, and the Northwest Territories. Unlike a private corporation where profits are earned and distributed to shareholders, the primary stakeholders of Freshwater Fish are the commercial fishers themselves. All profits of the business, other than those kept in the business as retained earnings, are distributed among the fishers at the end of the fiscal year.

ORGANIZATIONAL STRUCTURE TO FULFILL ACCESS TO INFORMATION REQUESTS

For purposes of the *Access to Information Act and Privacy Act*, and the *Privacy Act* the Vice President of Human Resources and Government Services serves as the FFMC's Access to Information and Privacy coordinator. There are no service agreements under section 96 of the *Access to Information Act* nor section 73.1 of the *Privacy Act* during this reporting period.

DELEGATION ORDER

Pursuant to Section 95 of the *Access to Information Act*, the President and CEO of the Freshwater Fish Marketing Corporation, designates the Vice President of Human Resources and Government Services, to exercise the powers and functions, as the Access to Information and Privacy Coordinator. (Appendix A)

PERFORMANCE 2021-2022

During the reporting period of April 1, 2021, to March 31, 2022, one hundred percent (100%) of the Access to Information requests were completed. Two (2) requests for Access to Information were received and completed within 31 to 60 days. There were zero (0) requests carried over from the previous reporting period.

In the same period there were zero (0) new requests under the *Privacy Act* and zero (0) requests carried over from the previous reporting period.

Below are the requests received and closed each year as indicated.

Source	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17
Media	0	0	0	0	1	1
Academia	0	0	0	0	0	0
Business	0	1	1	0	0	1
Organization	0	0	0	0	0	1
Public	2	0	0	0	0	0
Total	2	1	1	0	1	3

The Act provides for the extension of the statutory time limits if consultations 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.

There were two (2) extensions of sixty days taken due to the large volume of records to compile and review.

There were zero (0) requests for consultation received from other institutions.

During the reporting period of April 1, 2021, to March 31, 2022, one hundred percent (100%) of the Access to Information requests were “all disclosed”.

ATIP requests and completion at FFMC were not impacted by COVID-19 as the ATIP Coordinator continued to work throughout the reporting period.

REPORTING ON ACCESS TO INFORMATION FEES FOR THE PURPOSES OF THE SERVICE FEES ACT

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by FFMC. With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*. In accordance with the Interim Directive on the Administration of the *Access to Information Act* issued on May 5, 2016, and the changes to the *Access to Information Act* that came into force on June 21, 2019, FFMC waives all fees prescribed by the Act and Regulations.

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	2	\$10
Other Fees	0	\$0	0	\$0
Total	0	\$0	0	\$10

Total cost of operating the program for 2021-2022 was \$1,477.00, which is the equivalent of .020 FTE.

TRAINING AND AWARENESS

There were no formal training or awareness activities undertaken during the reporting period.

POLICIES AND GUIDELINES

The Freshwater Fish Marketing Corporation did not implement any new and/or revised access to information policies, guidelines, or procedures during the reporting period.

COMPLAINTS

There were two (2) complaints received during the reporting period. Both complaints were regarding FFMC failing to respond to the initial application within the legislated timelines. FFMC investigated the complaints, and it was found that the email requests to ATIPControl@freshwaterfish.com were not delivered as they got caught by spam filters. Both complaints have since been resolved.

MONITORING

No monitoring was conducted during the reporting period.

MATERIAL PRIVACY BREACHES

There were no **material** privacy breaches reported to the Office of the Privacy Commissioner or the Treasury Board of Canada Secretariat (Information and Privacy Policy Division) during the reporting period.

PRIVACY IMPACT ASSESSMENTS

No Privacy Impact Assessments (PIA) were completed during the reporting period.

PUBLIC INTEREST DISCLOSURES

No disclosures were made under paragraph 8 (2) (m) of the *Privacy Act* during the reporting period.

Appendix A



FRESHWATER FISH MARKETING CORPORATION

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Access to Information and Privacy Delegation Order

The President and CEO of the Freshwater Fish Marketing Corporation, pursuant to Section 73 of the Access to Information Act and The Privacy Act, hereby designate 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 Minister as the head of the 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
Vice President, Human Resources and Government Services	Full Authority	Full Authority

Dated at the City of Winnipeg this 19th day of May, 2022.

A handwritten signature in black ink, appearing to read "Stan Lazar", is written over a horizontal line.

Stan Lazar, President and CEO
Freshwater Fish Marketing Corporation