

FRESHWATER FISH MARKETING CORPORATION

ANNUAL REPORT

ON THE

ACCESS TO INFORMATION ACT

FOR THE PERIOD

APRIL 1, 2019 TO March 31, 2020

INTRODUCTION

The *Access to Information Act (ATIA)* and *Privacy Act (PA)* gives the public a right of access to information contained in government records, subject to certain specific and limited exceptions.

Section 72 of the *Access to Information Act* and Section 38 of the *Privacy Act* require that the head of every government institution prepare a report for submission to Parliament detailing the administration of the *Act* within the institution for each financial year.

This annual report describes how the Freshwater Fish Marketing Corporation (FFMC) administered both *Acts* during fiscal year 2019-20.

The extraordinary changes to the global fish markets during the 2020 COVID19 Pandemic have resulted in Freshwater Fish Marketing Corporation's difficult and unprecedented decision to temporarily reduce our workforce. The reduction to our workforce has not impeded our ability to work within the guidelines and timelines of the *Acts*.

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 offered for sale, create an orderly market, promote international markets, increase fish trade and increase returns to fishers.

Unprecedented change occurred with the opening of the market for fish purchases in Manitoba, which altered the supply chain and legislative mandate in place since 1969. In December of 2017, the Province of Manitoba withdrew from its agreement to participate in the *Freshwater Fish Marketing Act* and FFMC became the first registered fish dealer in Manitoba under the new fish marketing regulations. This is the first change to the structure of the Corporation since the annual report covering the period July 1, 1983 to March 31, 1984.

ACCESS TO INFORMATION AND PRIVACY

For purposes of the *Access to Information Act and Privacy Act*, the President and CEO of Freshwater Fish delegated his powers, authorities and responsibilities to the Access to Information and Privacy Coordinator. The Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the responsibilities under the *Acts* are met. They are also responsible for enabling appropriate processing and proper disclosure of information, related policies, systems and procedures emanating from the *Act*.

The Vice President of Human Resources and Government Services also acts as the ATIP Coordinator. Outside consultants as required provide additional support.

The activities of FFMC's ATIP Coordinator include:

- Processing requests under the *Acts*;
- Responding to consultations submitted by other federal institutions on FFMC documents under consideration for release;
- Preparing statistical and annual reports for Parliament;
- Developing and maintaining policies, procedures and guidelines to ensure the *Acts* are respected by staff;
- Monitoring compliance with the *Acts*, regulations and relevant procedures and policies.

INTERPRETATION OF THE STATISTICAL REPORT

During the reporting period of April 1, 2019 to March 31, 2020, one (1) request for Access to Information was received. There were zero (0) requests carried over from the previous reporting period.

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

EXEMPTIONS INVOKED

Freshwater Fish Marketing Corporation invoked one (1) exemption under 18(b).

EXTENSIONS OF TIME LIMITS

Section 9 of 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 zero (0) extensions taken.

TRENDS ATIP REQUESTS

Source	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
Media	0	0	1	1	1	0
Academia	0	0	0	0	1	0
Business	1	0	0	1	0	0
Organization	0	0	0	1	1	0
Public	0	0	0	0	4	4
Total	1	0	1	3	7	4

CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

There was zero (0) request for consultation received from government.

EXCLUSIONS

There were no exclusions during the reporting period.

METHOD OF ACCESS

No access to documents was required. There were no disclosures made.

MONITORING

Monitoring is conducted as required during the reporting period via a manual system.

TRAINING

There were no formal training 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.

FEES

There were zero (0) fees received.

RESOURCE COSTS

Resource costs related to the *Access to Information Act* were a total of \$340 for the reporting period.

COMPLAINTS

There was one (1) complaints received.