



**Ship and Rail
Compensation Canada**
Ship Fund

**Indemnisation
Navire et Rail Canada**
Fonds Navire

**Office of the Administrator of the
Ship-source Oil Pollution Fund**

(operating under the name)

Ship and Rail Compensation Canada

Annual Report to Parliament
on the *Access to Information Act*

2024-2025

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1. Introduction

The Office of the Administrator of the Ship-source Oil Pollution Fund, operating under the name Ship and Rail Compensation Canada – Ship Fund, is pleased to submit to Parliament its annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year commencing on April 1, 2024, and ending March 31, 2025. This report is submitted in accordance with section 94 of the ATIA. The report is tabled in Parliament through the Minister of Transport. The Ship Fund does not have any non-operational subsidiaries.

The purpose of the ATIA 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. In furtherance of that purpose:

- Part 1 extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government
- Part 2 sets out requirements for the proactive publication of information

1.1 Our mandate

In October 2024, the Office of the Administrator of the Ship-source Oil Pollution Funds was officially rebranded as part of Ship and Rail Compensation Canada, an independent federal office managing two funds: the Ship Fund and the Rail Fund. However, the legal names of the two Funds have not changed as a result of our rebranding.

The Ship Fund is a specified purpose account established in the accounts of Canada. The Ship Fund compensates anyone affected by oil spills from ships and boats in Canadian waters, and strives to enforce the polluter pays principle by recovering costs from responsible parties.

The Ship Fund is governed by Part 7 of the *Marine Liability Act* (MLA). Canada is also a contracting State in the international regime, thereby aligning the Canadian regime to international conventions.

The amount held in the Ship Fund comes from the accumulated balance of the Maritime Pollution Claims Fund (MPCF), which was transferred to the Ship Fund in 1989, and subsequent interest generated on that balance. The MPCF was funded by a levy paid by oil receivers and shippers to and from Canada between 1972 and 1976.

The Ship Fund is managed by an independent Administrator, who reports to Parliament through the Minister of Transport. The Administrator, appointed by the Governor-in-Council:

- Acts as an independent authority to investigate and assess all claims submitted to the Ship Fund, subject to appeal to the Federal Court of Canada;
- Has the powers of a Commissioner under Part 1 of the *Inquiries Act*;
- Offers compensation to claimants for whatever portion of the claim the Administrator finds to be established and, where a claimant accepts an offer, the Administrator directs payment to the claimant out of the Ship Fund;
- Must take recourse action against third parties to recover the amount paid out of the Ship Fund to a claimant and may also take action to obtain security, either prior to or after receiving a claim;
- Becomes a party by statute to any proceedings commenced by a claimant against the owner of a ship, its insurer, or the International Oil Pollution Compensation (IOPC) Funds, as the case may be after having been served with the document commencing the proceedings;
- Directs payments out of the Ship Fund for all Canadian contributions to the IOPC Funds (such contributions are based on oil receipts in Canada reported by the Administrator to the Director of the IOPC Funds);
- Participates with the Canadian delegation at meetings of the Executive Committee and the Assembly of the IOPC Funds;
- Is consulted by the Minister of Transport with regard to the release of necessary emergency funding of up to \$10 million per fiscal year (or additional funds to a maximum of \$50 million per fiscal year, if required) to the Minister of Fisheries and Oceans (DFO), to respond to a significant incident involving the discharge of oil from a ship;
- Has inspection and inquiry powers with respect to oil shippers' data reporting obligations, infringement of which may cause Administrative Monetary Penalties (AMPs);
- Prepares an annual report on the operations of the Ship Fund, which is laid before Parliament by the Minister of Transport.

2. Organizational Structure

The Director, Corporate Services is the designated Access to Information and Privacy (ATIP) Coordinator of our institution. He is responsible for ensuring that the institution meets its responsibilities under the ATIA by administering the Act and overseeing all related activities.

The Director is supported by the Research and Policy Analyst, who has about 40% of his time dedicated to ATIP activities. Additionally, the Payroll and Finance Officer and the Executive Assistant to the Administrators are responsible for preparing travel and hospitality expenses as per our proactive publication requirements.

There are no regional ATIP staff.

A consultant provides expert assistance in the area of ATIP on an as-required basis. The Ship Fund has expressed an interest in, but is not currently a party to any service agreements under section 96 of the ATIA.

3. Delegation Order

Under the ATIA, the Administrator is the designated head of our institution for the purpose of administering the legislation. Section 95(1) of the ATIA authorizes the head of the institution to designate, by order, one or more officers or employees of the institution to exercise or perform any powers, duties or functions of the head of the institution that are specified in the order. The Director, Corporate Services fulfills the role of Access to Information and Privacy (ATIP) Coordinator and has been delegated all authorities in relation to the ATIA.

The Delegation Order was signed on July 13, 2023, and a copy is included in Appendix A. The delegation order will be subject to renewal by the new Administrator who was appointed on March 31, 2025.

4. Performance under Part 1 of the *Access to Information Act*, 2024-2025

We did not receive any new requests under the ATIA during the reporting year. Our compliance rate is 100% for the reporting year.

The following sections provide highlights and interpretations of the 2024-2025 statistical report as well as the 2024-2025 supplemental statistical report. The complete reports are included in Appendices B and C.

4.1 Section 1 – Requests under the ATIA

Subsection 1.1 – Number of requests

We did not receive any new requests under the ATIA during the reporting year.

Subsection 1.2 – Sources of requests

We did not receive any new requests under the ATIA during the reporting year.

Subsection 1.3 – Channels of requests

We did not receive any new requests under the ATIA during the reporting year.

4.2 Section 2 – Informal requests

Subsection 2.1 – Number of informal requests

We received four new informal requests during the reporting year, as well as another one submitted by the requester during the previous reporting year but only processed during this reporting year.

Subsection 2.2 – Channels of informal requests

All four requests received during the reporting year, as well as the one received during the previous reporting year, were submitted through the ATIP Online Request Service.

Subsection 2.3 – Completion time of informal requests

All four requests received during the reporting year were completed within 31 to 60 days of receipt. One request submitted during the previous reporting year was completed within 181 to 365 days of receipt.

Subsection 2.4 – Pages released informally

No page was released informally during the reporting year.

Subsection 2.5 – Pages re-released informally

A total of 6,531 pages were re-released informally during the reporting year.

4.3 Section 3 – Applications to the Information Commissioner on declining to act on requests

We did not submit to the Information Commissioner any applications on declining to act on vexatious, made in bad faith or abuse or right requests.

4.4 Section 4 – Requests closed during the reporting period

Subsection 4.1 – Disposition and completion time

We did not close any requests during the reporting year.

Subsection 4.2 – Exemptions

We did not close any requests during the reporting year.

Subsection 4.3 – Exclusions

We did not close any requests during the reporting year.

Subsection 4.4 – Format of information released

We did not close any requests during the reporting year.

Subsection 4.5 – Complexity

4.5.1 - Relevant pages processed and disclosed

We did not close any requests during the reporting year.

4.5.2 – Relevant pages processed and disclosed by size of requests

We did not close any requests during the reporting year.

4.5.3 to 4.5.6 – Relevant minutes processed for audio and video files

No audio or video files were processed during the reporting year.

4.5.7 – Other complexities

We did not close any requests during the reporting year.

Subsection 4.6 – Closed requests

4.6.1 – Requests closed within legislated timelines

We did not close any requests during the reporting year.

Subsection 4.7 – Deemed refusals

4.7.1 – Reasons for not meeting legislated timelines

We did not close any requests during the reporting year.

4.7.2 – Requests closed beyond legislated timelines (including any extension taken)

We did not close any requests during the reporting year.

Subsection 4.8 – Requests for translation

No translations were prepared during the reporting year.

4.5 Section 5 – Extensions

Subsection 5.1 – Reasons for extensions and disposition of requests

No extension was required during the reporting year.

Subsection 5.2 – Length of extensions

No extension was required during the reporting year.

4.6 Section 6 – Fees

No fees were collected during this reporting year.

4.7 Section 7 – Consultations received from other institutions and organizations

One consultation from another federal institution was received during the reporting year and was completed within 0 to 15 days of receipt.

4.8 Section 8 – Completion time of consultations on Cabinet confidences

We did not process any Cabinet confidences in relation to requests under the ATIA during the reporting year.

4.9 Section 9 – Complaints and investigations

We made no representations to the Information Commissioner of Canada pursuant to section 35 of the ATIA during the reporting year. We have no active complaints outstanding from previous reporting years.

4.10 Section 10 – Court action

There was no new or outstanding court action underway during the reporting year.

4.11 Section 11 – Resources related to the ATIA

Subsection 11.1 – Costs

For 2024-2025, the costs directly associated with the administration of the ATIA were \$5,859, representing the salary costs of individuals working on access to information and reporting activities.

Subsection 11.2 – Human Resources

The full-time equivalency (FTE) for human resources administering the ATIA during 2024-2025 was 0.058 person years.

5. Training and Awareness

All new staff are provided with a one-on-one introduction to ATIP when they start their position at our institution.

Additional advice and recommendations were provided by a consultant on an as required basis to management and staff.

Select employees completed additional courses suggested by the Access to Information and Privacy Community Development Office in its “Access to Information and Privacy Learning Booklet.” One employee completed Module B: “Perfecting the processing of ATIP requests and complaints” of the training program “ATIP – Federal Institutions (ATIPTP-FI),” offered by the Faculty of Continuing Education of the University of Montreal and the Association of Access to Information and Privacy Professionals.

6. Policies, Guidelines, and Procedures

Internal ATIP Procedures were approved during the reporting year and subsequently updated to reflect organizational changes and the requirements of the new [Directive on Privacy Practices](#) (effective October 9, 2024).

Draft procedures are in place to define the responsibility and process for ensuring proactive publication in a timely manner. The final draft of the internal Proactive Disclosure Procedures will be submitted for the Administrator's approval in the coming year.

7. Initiatives and Projects to Improve Access to Information

The updates to the ATIP Online Management Tool were successfully applied. The tool allows us to retrieve ATIP requests to our institution and to provide responses to requesters.

Information security training continued to be completed by all staff, thereby improving information protection practices. Additionally, optional monthly training sessions are offered throughout the year to promote and facilitate adoption of information management practices. This ensures the appropriate capture of corporate records, and improves efficiency and ease of retrieval of the information. This in turn assists the processing of requests under the ATIA. Overall, these sessions were attended by an average of eleven staff members (about a third of the complement) per month.

We continue to improve our information management and information technology practices, which are expected to significantly improve ATIP processes and activities, notably the response to requests. New equipment was provided to staff, and additional IT security measures have been adopted, thereby increasing the protection of the personal and sensitive information held by our institution.

8. Summary of Key Issues and Actions Taken on Complaints

Applicants have the right to file a complaint pursuant to the ATIA and may exercise this right at any time during the processing of their request. No complaints or requests for investigation were received during the reporting year.

9. Proactive Publication under Part 2 of the ATIA

For the purposes of Part 2 of the ATIA, we are a government institution. The following table lists all the proactive publication requirements to which we are subject.

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published**
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Corporate Services	100%	Link
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Corporate Services	100%	Link
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Corporate Services	100%	Link 1 Link 2
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N	N/A	N/A	N/A

Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N	N/A	N/A	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N	N/A	N/A	N/A
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N	N/A	N/A	N/A
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government	74(a)	Within 120 days after appointment	N	N/A	N/A	N/A

institution for new or incoming ministers						
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	N	N/A	N/A	N/A
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N	N/A	N/A	N/A
Travel Expenses	75	Within 30 days after the end of	N	N/A	N/A	N/A

		the month of reimbursement				
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N	N/A	N/A	N/A

*When counting proactive publication requirements count monthly or quarterly reports as a single publication.

**i.e., specific page where that information is located on open.canada.ca or the institution's website

10. Monitoring Compliance

There were no activities conducted during the reporting year to monitor compliance.

Appendix A: Delegation Order

The Administrator of the Ship-source Oil Pollution Fund, pursuant to section 95 of the *Access to Information Act* (the *Act*) hereby designates the persons holding the positions set out herein or the persons occupying those positions on an acting basis, to exercise the powers, duties or functions of the Administrator as the head of a government institution, under the section or sections of the *Act* set out hereunder opposite each position.

Position	<i>Access to Information Act</i>	
ATIP Coordinator	4(2.1)	Responsibility of government institutions
ATIP Coordinator	6.1(1), (1.3) (1.4), (2)	Reason for declining to act on the request
ATIP Coordinator	7	Notice where access requested
ATIP Coordinator	8(1)	Transfer of request to another government institution
ATIP Coordinator	9	Extension of time limits
ATIP Coordinator	10	Where access is refused
ATIP Coordinator	11(2)	Application fees
ATIP Coordinator	12(2)(b)	Language of access
ATIP Coordinator	12(3)(b)	Access to record in an alternative format
ATIP Coordinator	13	Exemption - Information obtained in confidence
ATIP Coordinator	14	Exemption - Federal-provincial affairs
ATIP Coordinator	15	Exemption - International affairs and defence
ATIP Coordinator	16	Exemption - Law enforcement and investigations
ATIP Coordinator	16.5	Exemption - <i>Public Servants Disclosure Protection Act</i>
ATIP Coordinator	17	Exemption - Safety of individuals
ATIP Coordinator	18	Exemption - Economic interests of Canada

Position	Access to Information Act	
ATIP Coordinator	18.1	Exemption—Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.
ATIP Coordinator	19	Exemption—Personal information
ATIP Coordinator	20	Exemption—Third party information
ATIP Coordinator	21	Exemption—Advice, etc.
ATIP Coordinator	22	Exemption—Testing procedures, tests and audits
ATIP Coordinator	22.1	Exemption—Internal audits
ATIP Coordinator	23	Exemption—Protected Information – solicitors, advocates and notaries
ATIP Coordinator	23.1	Exemption – Protected Information – patents and trade-marks
ATIP Coordinator	24	Exemption—Statutory prohibitions
ATIP Coordinator	25	Severability
ATIP Coordinator	26	Exception—Information to be published
ATIP Coordinator	27(1), (4)	Notice to third parties
ATIP Coordinator	28(1)(b), (2), (4)	Representations of third party and decision
ATIP Coordinator	33	Notice to third parties – Investigations
ATIP Coordinator	35(2)(b)	Right to make representations
ATIP Coordinator	37(4)	Access to be given to complainant
ATIP Coordinator	41(2)	Review by Federal Court – government institution
ATIP Coordinator	43(2)	Service or notice
ATIP Coordinator	44(2)	Notice to person who request record
ATIP Coordinator	52(2), (3)	Special rules for hearings
ATIP Coordinator	94(1), (4)	Annual report – government institutions
ATIP Coordinator	96(3), (4), (5)	Provision of services related to access to information

Position	Access to Information Regulations	
ATIP Coordinator	6(1)	Transfer of request
ATIP Coordinator	8	Providing access to record(s)
ATIP Coordinator	8.1	Limitations in respect of format

Dated at Ottawa on July 13, 2023



Mark A.M. Gauthier, B.A., LL.B.
Administrator

Appendix B: Statistical Report



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Ship and Rail Compensation Canada - Ship Fund

Reporting period: 4/1/2024 to 3/31/2025

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

1.1 Number of requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

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

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		4
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		5
Closed during reporting period		5
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	4
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	4

2.3 Completion time of informal requests

Completion Time							
0 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	Total
0	0	4	0	0	1	0	5

2.4 Pages released informally

[illegible]

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released
0	0	1	114	1	564	3	5853	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

[illegible]

4.2 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)	0	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)	0	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	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

[illegible]

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
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
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

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

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	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
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
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
Total	0	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	0	\$0.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 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	1	52	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	52	0	0
Closed during the reporting period	1	52	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

[illegible]

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

[illegible]

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

[illegible]

8.2 Requests with Privy Council Office

[illegible]

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act**11.1 Allocated Costs**

Expenditures		Amount
Salaries		\$5,859
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$5,859

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.058
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.058

Note: Enter values to three decimal places.

Appendix C: Supplemental Statistical Report

Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Ship and Rail Compensation Canada - Ship Fund

Reporting period: 2024-04-01 to 2025-03-31

Section 1: Requests Carried Over and Active Complaints Under the *Access to Information Act*

1.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2024-25 Statistical Report on the *Access to Information Act*

1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	0

Section 2: Requests Carried Over and Active Complaints Under the *Privacy Act*

2.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
Received in 2023-24	0	0	0

Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2024-25 Statistical Report on the *Privacy Act*

2.2 Active complaints with the Privacy Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2024-25?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2024-25?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2024-25 Statistical Report on the *Privacy Act*