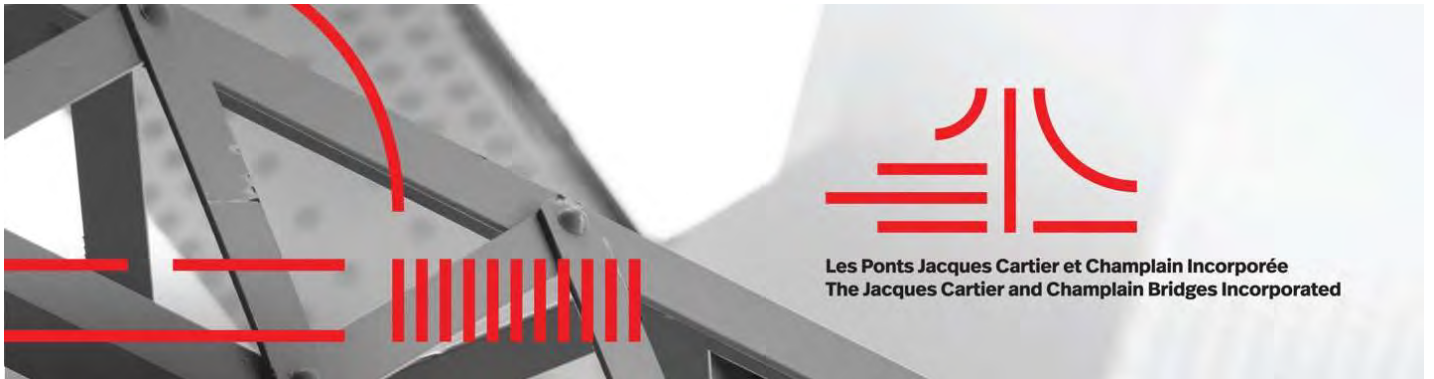


ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT



APRIL 1ST, 2023 TO MARCH 31ST, 2024

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Annex B: Supplemental Statistical Report on the *Access to Information Act* and the
Privacy Act 2023-2024

Annex C: Delegation Order

1. INTRODUCTION

The *Access to Information Act (ATIA)* gives Canadian citizens and permanent residents present in Canada a right to access records of government institutions that are subject to the *ATIA*. The *ATIA* complements other policies and procedures to make government information publicly available, such as open government initiatives and proactive disclosure of hospitality and travel expenses, contract awards and other frequently requested information.

The Jacques Cartier and Champlain Bridges Incorporated (JCCBI) is a parent Crown corporation listed under part I of Schedule III of the *Financial Administration Act*.

As a manager of important infrastructure, JCCBI is responsible for the Jacques Cartier Bridge, the Estacade, the federal section of the Bonaventure Expressway, the federal section of the Honoré Mercier Bridge, as well as the Melocheville Tunnel. JCCBI is also responsible for managing the infrastructure that is no longer open to users and is in the process of being deconstructed, namely the original Champlain Bridge and the Île des Soeurs Bypass Bridge. JCCBI ensures, on a daily basis, a safe drive for thousands of users by managing, maintaining and repairing this important infrastructure for Greater Montreal. JCCBI also ensures that these critical structures remain safe, fully functional and aesthetically pleasing both today and in the future. It conducts construction, rehabilitation and reinforcement projects on the infrastructure under its responsibility and oversees the operation and maintenance of these structures.

This annual report is prepared and tabled in Parliament in accordance with section 94 of the *ATIA*. It covers the reporting period from April 1st, 2023, to March 31st, 2024.

2. ORGANIZATIONAL STRUCTURE

JCCBI resources responsible for the administration of the *ATIA* work thereon on a part-time basis. Requests received under the *ATIA* are processed by the Access to Information and Privacy (ATIP) Coordinator who is also Director, Legal Affairs at JCCBI. Procedures are in place for directing all formal requests to the ATIP Coordinator for them to be processed in accordance with the provisions of the *ATIA*. A lawyer provides support to the ATIP Coordinator in the analysis of the requests received. When it receives a request for complex or voluminous documents, JCCBI occasionally retains the services of a consultant, a law firm, to provide assistance in processing the request. The paralegal of JCCBI's Legal Affairs Department also assists the ATIP Coordinator and the lawyer in processing requests. JCCBI does not provide any services related to access to information to another government institution as defined in Section 96 of the *ATIA*.

As for Part 2—*Proactive Publication of Information* of the *ATIA*, the Administration Department, more specifically the Finance Department, is responsible for publishing travel expenses, hospitality expenses, and reports tabled in

Parliament. The proactive publication of reports under the *ATIA* and the *Privacy Act (PA)*, however, is the responsibility of the Legal Affairs and Human Resources Department, and more specifically of the Legal Affairs Department.

3. DELEGATION ORDER

The head of JCCBI, Mrs. Sandra Martel, Chief Executive Officer, delegated her powers, duties and functions under the *ATIA* to the ATIP Coordinator, Mrs. Véronic Meunier, Director, Legal Affairs. A copy of the Delegation Order is included in Annex C.

4. PERFORMANCE 2023–2024

4.1 REQUESTS RECEIVED

During this reporting period, JCCBI received one (1) new request and no active request was pending. This represents a decrease of four (4) requests (80%) from last year's reporting period, which had five.

The request received was presented by the academic sector (Academia).

During this reporting period, there was no active complaint pending from previous reporting periods.

In 2023–2024, JCCBI processed and released 7 relevant pages, which is 2 426 pages less than the previous reporting period, representing a decrease of 99,7%. Table 1 illustrates a three-year trend.

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate (%)
2023–2024	1	1	7	7	100
2022–2023	5	5	2 433	2 433	100
2021–2022	0	0	0	0	100

4.2 DISPOSITION OF COMPLETED REQUESTS

During this reporting period, one request was received and completed. Table 2 provides an overview of the disposition of the completed requests for this reporting period as well as the previous periods.

Table 2 Disposition of Completed Requests						
Disposition	2021–2022		2022–2023		2023–2024	
	Number	Percentage	Number	Percentage	Number	Percentage
All disclosed	0	0	3	60	0	0
Disclosed in part	0	0	2	40	1	100
No records exist	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Total	0	100	5	100	1	100

4.3 EXEMPTIONS INVOKED

During this reporting period, JCCBI invoked one (1) exemption pursuant to the *ATIA*. The exemption is the following:

- Section 19 (1): Records containing personal information under Section 3 of the *PA*.

4.4 EXCLUSIONS INVOKED

During this reporting period, JCCBI did not invoke any exclusion provided in the *ATIA*.

4.5 COMPLETION TIME AND EXTENSIONS

The *ATIA* sets the timelines for responding to access to information requests and allows extensions when responding to a request which requires the review of a large volume of information, substantial research, consultations, or a notice to third parties.

Table 3 presents the response times of this reporting period and those of the previous reporting periods.

During this reporting period, the only request received was completed within 16 to 30 days, respecting the timeframe provided in the *ATIA*.

Table 3 Completion Time						
Disposition	2021–2022		2022–2023		2023–2024	
	Number	Percentage	Number	Percentage	Number	Percentage
Within 1 to 15 days	-	-	-	-	-	-
Within 16 to 30 days	-	-	1	20	1	100
Within 31 to 60 days	-	-	3	60	-	-
Within 61 to 120 days	-	-	1	20	-	-
Within 121 to 180 days	-	-	-	-	-	-
Within 181 to 365 days	-	-	-	-	-	-
More than 365 days	-	-	-	-	-	-
Total	0	100	5	100	1	100

4.6 CONSULTATION REQUESTS

During this reporting period, JCCBI received one (1) consultation request from another federal government institution pursuant to the *ATIA*. This represents the same number of consultation requests from the previous period. The consultation request was completed within 1 to 15 days, and one (1) page was disclosed entirely.

4.7 OTHER REQUESTS

In compliance with Treasury Board of Canada Secretariat requirements, every month, JCCBI posts a summary of every access to information request completed during the previous month, on its website, as well as the *Canada.ca* website. The summaries are presented in chronological order, by year, by month and by request number. During this reporting period, JCCBI didn't receive any informal request further to said posting, which is two (2) requests less than the previous period (100%).

4.8 OPERATIONAL COSTS

Salary costs incurred specifically for issues relating to access to information and allocated to carry out activities related to the application of the *ATIA* totalled \$7 362. No costs were incurred for professional services contracts of external resources during this reporting period.

4.9 FEES

During this reporting period, JCCBI collected fees in the amount of \$5 for one (1) request (100%).

5. TRAINING AND AWARENESS

During this reporting period, the ATIP Coordinator, the lawyer and the paralegal, who process access to information requests, attended, through videoconference, several technical briefings, orientation and awareness sessions presented by the Treasury Board of Canada Secretariat. In addition, no formal training or awareness activities were provided during the reporting period.

6. POLICIES, GUIDELINES AND PROCEDURES

JCCBI continues to implement its internal policy approved by its Board of Directors on June 19, 2019. This policy was revised on May 30, 2022, but no modification was made thereto.

7. PROACTIVE PUBLICATION UNDER PART 2 OF THE ATIA

JCCBI, which is a parent Crown corporation as defined in Section 83 of the *Financial Administration Act*, is a government institution for the purposes of Part 2 of the *ATIA*. JCCBI is required to publish travel expenses as set out in Section 82 of the *ATIA*, hospitality expenses as set out in Section 83 of the *ATIA*, as well as reports tabled in Parliament, as set out in Section 84 of the *ATIA*.

Travel and hospitality expenses are published on JCCBI's website at the following link: <https://jacquescartierchamplain.ca/en/the-corporation/reports-and-publications/hospitality-and-travel-expenses/>. As for the reports tabled in Parliament, they are published on JCCBI's website at the following link: <https://jacquescartierchamplain.ca/en/the-corporation/reports-and-publications/financial-reports/>.

During this reporting period, 100% of the proactive publication requirements due were published within the legislated timeframes.

Table 4—Proactive Publishing Requirements Table			
Legislative requirement	Section	Publication Timeline	Institutional Requirement
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 reimbursement month	Applicable
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Applicable
Reports tabled in Parliament	84	Within 30 days after tabling	Applicable
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/A

Table 4—Proactive Publishing Requirements Table			
Legislative requirement	Section	Publication Timeline	Institutional Requirement
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	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/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/A
Government institutions that are departments named in Schedule I to the Financial Administration Act 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/A
Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N/A
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/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 Common in June and December	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/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N/A
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	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/A

Every month, the designated Accounts Payable Employee of the Finance Department prepares the information through an analysis of JCCBI's accounting system. The information is then submitted to the Chief, Financial Operations of the Finance Department for verification purposes and to the Senior Director, Administration for her approval before being published on JCCBI's website by the Communications Department.

The publishing of reports tabled in Parliament is the responsibility of the Legal Affairs Department. The paralegal and the lawyer prepare the reports, which are then reviewed by the ATIP Coordinator and the Senior Director, Legal Affairs and Human Resources. The reports are then published on JCCBI's website by the Communications Department.

8. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

During this reporting period, no initiatives or projects were implemented. JCCBI is, however, currently taking the necessary steps to join the ATIP Online Platform. The purpose of this platform is to modernize JCCBI's access to information service delivery. To make more information readily available to the public and therefore limit the need for access to information requests, JCCBI publishes technical reports on its website, as well as information about its current and upcoming major projects.

9. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

During this reporting period, no complaints were received or resolved, and no audits or investigations were conducted.

10. MONITORING COMPLIANCE

When JCCBI receives an access to information request, an internal follow-up process is immediately put in place with the relevant departments for the purpose of collecting the records, which is coupled with fixed deadlines. The Legal Affairs Department, who reports to the Senior Director, Legal Affairs and Human Resources, is responsible for processing access to information requests as well as for ensuring that time frames are respected.

In addition, upon receipt of any new access to information request, all Senior Directors are informed thereof by email. All Board members are also informed by the Senior Director, Legal Affairs and Human Resources who is also the Corporate Secretary.

JCCBI has not made any requests for inter-institutional consultation during this reporting period, but if it did, they would be limited to cases where it was

necessary for the proper exercise of discretionary powers or where there was an intention to disclose information.

JCCBI ensures that measures to support the right of public access to information are reflected in the contracts and agreements it enters into. JCCBI also ensures that the necessary references to the *ATIA* are included in agreements that include confidentiality clauses. Contracts and agreements are reviewed by the Legal Affairs Department before being signed by the authorized signatories.

Finally, the institution monitors the accuracy and completeness of proactively published information under Part 2 of the *ATIA* through an internal monitoring and review process. Please refer to Section 7 of this report for a description of these processes.

ANNEX A

STATISTICAL REPORT ON THE
ACCESS TO INFORMATION ACT

2023-2024



Statistical Report on the *Access to Information Act*

Name of institution: The Jacques Cartier and Champlain Bridges Incorporated

Reporting period: 2023-04-01 to 2024-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
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	1
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	0
Total	1

1.3 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

Section 2: Informal Requests

2.1 Number of informal 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

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

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)	1	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	1	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
7	7	1

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	7	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	1	7	0	0	0	0	0	0	0	0

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	1
Percentage of requests closed within legislated timelines (%)	100

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	1	\$5,00	0	\$0,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	1	\$5,00	0	\$0,00	0	\$0,00

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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

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		\$7 362
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$7 362

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,085
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,085

Note: Enter values to three decimal places.

ANNEX B

**SUPPLEMENTAL STATISTICAL REPORT ON THE
*ACCESS TO INFORMATION ACT AND THE PRIVACY ACT***

2023-2024

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

Name of institution: The Jacques Cartier and Champlain Bridges Incorporated

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
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	0	0	0
Received in 2014-15 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 2023-24 Statistical Report on the *Access to Information Act*

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
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	0
Received in 2014-15 or earlier	0
Total	0

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
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	0	0	0
Received in 2014-15 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 2023-24 Statistical Report on the *Privacy Act*

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
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	0
Received in 2014-15 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 2023-24?	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 2023-24?	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 2023-24 Statistical Report on the *Privacy Act*



ANNEX C
DELEGATION ORDER

ACCESS TO INFORMATION ACT DESIGNATION ORDER

Pursuant to Section 95 of the *Access to Information Act**, the Chief Executive Officer of the government institution The Jacques Cartier and Champlain Bridges Incorporated, hereby designates the person holding the position of Director, Legal Affairs of The Jacques Cartier and Champlain Bridges Incorporated, to exercise or perform the powers, duties and functions of the head of the institution under the Act.

Signed at Longueuil, July 31st, 2023



Chief Executive Officer of
The Jacques Cartier and Champlain
Bridges Incorporated

*R.S.C., 1985, c. A-1