

ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT



APRIL 1ST, 2022 TO MARCH 31ST, 2023

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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 original Champlain Bridge, the Champlain Bridge Ice Control Structure, the Île des Soeurs Bypass Bridge, the federal sections of the Bonaventure Expressway and the Honoré Mercier Bridge, as well as the Melocheville Tunnel. 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 report is prepared pursuant to section 94 of the *ATIA* and is tabled in Parliament in accordance thereto. It covers the reporting period from April 1st, 2022, to March 31st, 2023.

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. The legal technician 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, 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 2022-2023

4.1 REQUESTS RECEIVED

During this reporting period, JCCBI received five (5) new requests and no active request was pending. This represents an increase of five (5) requests (500 %) from last year's reporting period, which had none.

Of the requests received, three (3) requests (60%) were presented by a member of the public, one (1) request (20%) was presented by a media and one (1) request (20%) was presented by the commercial sector (private sector).

During this reporting period, there were no active complaints pending from previous reporting periods.

During this reporting period, the COVID-19 pandemic had no impact on JCCBI's ability to fulfil its responsibilities under the *ATIA*.

In 2022-2023, JCCBI processed and released 2 433 relevant pages, which is 2 433 pages more than the previous reporting period, representing an increase of 2 433 %. 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 (%)
2022-2023	5	5	2 433	2 433	100
2021-2022	0	0	0	0	100
2020-2021	4	4	8 639	5 174	100

4.2 DISPOSITION OF COMPLETED REQUESTS

During this reporting period, five (5) requests were 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	2020-2021		2021-2022		2022-2023	
	Number	Percentage	Number	Percentage	Number	Percentage
All disclosed	0	0	0	0	3	60
Disclosed in part	3	75	0	0	2	40
No records exist	1	25	0	0	0	0
Request transferred	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Total	4	100	0	100	5	100

4.3 EXEMPTIONS INVOKED

During this reporting period, JCCBI invoked fifteen (15) exemptions pursuant to specific sections of the *ATIA*. The exemptions are the following:

- Section 13: Records containing information obtained in confidence (2),
- Section 16: Records containing information the disclosure of which could reasonably be expected to facilitate the commission of an offence (1),
- Section 18: Records containing information the disclosure of which could reasonably be expected to be materially injurious to the economic interests of Canada (3),
- Section 19: Records containing personal information under Section 3 of the *Privacy Act* (2),
- Section 20: Records containing third party information (3),
- Section 21: Records containing information that relates to Government operations (3),
- Section 23: Records containing information that is subject to solicitor-client privilege or to litigation privilege (1).

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 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.

Disposition	2020-2021		2021-2022		2022-2023	
	Number	Percentage	Number	Percentage	Number	Percentage
Within 1 to 15 days	1	25	-	-	-	-
Within 16 to 30 days	2	50	-	-	1	20
Within 31 to 60 days	-	-	-	-	3	60
Within 61 to 120 days	1	25	-	-	1	20
Within 121 to 180 days	-	-	-	-	-	-
Within 181 to 365 days	-	-	-	-	-	-
More than 365 days	-	-	-	-	-	-
Total	4	100	0	100	5	100

During this reporting period, of the five (5) requests received, one (1) request (20%) was completed within 30 days, the timeframe provided in the *ATIA*. The timeframe of four (4) requests (80%) were extended in accordance with the *ATIA* to allow for the search and review of a large volume of records.

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 an increase of one (1) consultation request (100 %) from the previous period. JCCBI reviewed a total of 72 pages for this consultation request, within a time frame of 16 to 30 days.

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, two (2) informal requests were received further to said posting, which is two (2) requests more than the previous period (200%).

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* totaled \$7 471. In addition, costs of \$23 445 were incurred for professional services contracts of external resources to support JCCBI employees in processing access to information requests.

4.9 FEES

During this reporting period, JCCBI collected fees in the amount of \$20 for four (4) requests (80%). JCCBI waived the fees in the amount of \$5 for one (1) request (20%).

5. TRAINING AND AWARENESS

During this reporting period, the ATIP Coordinator and the lawyer, who process access to information requests, attended, through videoconference, several technical briefings, orientation and awareness sessions presented by the Treasury Board of Canada Secretariat. None of these sessions dealt with proactive publication. 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.

Every month, the designated Accounts Payable Technician 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.

8. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

During this reporting period, the ATIP Coordinator and the lawyer, who process access to information requests, attended an online training session on the ATIP Online Platform, in preparation for its implementation. The purpose of this platform is to modernize JCCBI's access to information service delivery.

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.

ANNEX A

STATISTICAL REPORT ON THE
ACCESS TO INFORMATION ACT

2022-2023

**Statistical Report on the *Access to Information Act***Name of institution: The Jacques Cartier and Champlain Bridges IncorporatedReporting period: 2022-04-01 to 2023-03-31**Section 1: Requests Under the *Access to Information Act*****1.1 Number of requests**

		Number of Requests
Received during reporting period		5
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		5
Closed during reporting period		5
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	1
Academia	0
Business (private sector)	1
Organization	0
Public	3
Decline to Identify	0
Total	5

1.3 Channels of requests

Source	Number of Requests
Online	2
E-mail	0
Mail	3
In person	0
Phone	0
Fax	0
Total	5

Section 2: Informal Requests**2.1 Number of informal requests**

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		2

Closed during reporting period	2
Carried over to next reporting period	0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	2

2.3 Completion time of informal requests

Completion Time							
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	Total
0	0	0	0	2	0	0	2

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

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	465	0	0	0	0	1	5640

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

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	3	0	0	0	0	3
Disclosed in part	0	1	0	1	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	1	3	1	0	0	0	5

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)	1	20,1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20,2	0
13(1)(c)	1	16(2)(b)	0	18(c)	0	20,4	0
13(1)(d)	1	16(2)(c)	1	18(d)	1	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
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)	2	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)	1	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)	1	26	0
16(1)(a)(ii)	0	16,5	0	20(1)(d)	1		
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	5	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2433	2433	5

4.5.2 Relevant pages processed per request disposition for paper and e-record 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	3	3	0	0	0	0	0	0	0	0
Disclosed in part	1	2	0	0	0	0	1	2428	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	4	5	0	0	0	0	1	2428	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	5
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	3	0	0	0
Disclosed in part	1	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	4	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	3	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	1	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	4	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	4	\$20,00	1	\$5,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	4	\$20,00	1	\$5,00	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 orders issued 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		\$7 471
Overtime		\$0
Goods and Services		\$23 445
• Professional services contracts	\$23 445	
• Other	\$0	
Total		\$30 916

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,084
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,084

Note: Enter values to three decimal places.

ANNEX B

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

2022-2023

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: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Access to Information Act*

3.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

Canada

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