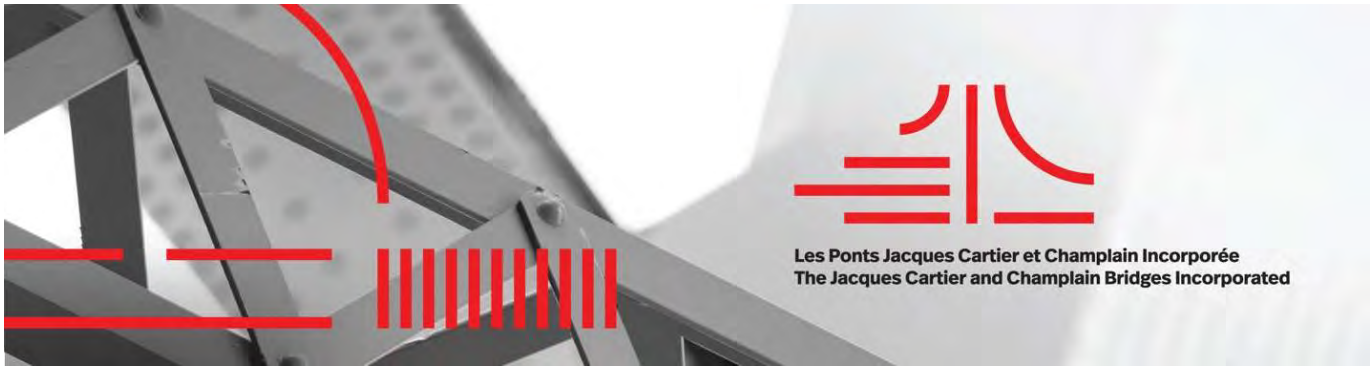
ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT



APRIL 1, 2025, TO MARCH 31, 2026

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1. INTRODUCTION

The *Access to Information Act* (ATIA) grants Canadian citizens, all individuals present in Canada but who are not Canadian citizens or permanent residents and all corporations that are present in Canada a right to access records under the control of government institutions 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 in Part I of Schedule III to the *Financial Administration Act*, having no wholly owned subsidiaries at any time during the reporting period.

As a manager of important infrastructure, JCCBI is responsible for the Jacques Cartier Bridge, the structure of the Québec Bridge, the Estacade, the federal section of the Bonaventure Expressway, the federal section of the Honoré-Mercier Bridge, as well as the Melocheville Tunnel. With the exception of the Québec Bridge, JCCBI is also responsible for the land comprising the right-of-way for these infrastructures, including the lands in the original Champlain Bridge corridor, where the development into public spaces is substantially complete. 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 period from April 1, 2025, to March 31, 2026.

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.

For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the ATIA, see section 9 “Proactive Publication Under Part 2 of the ATIA.”

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 A.

4. PERFORMANCE 2025-2026

4.1 REQUESTS RECEIVED

During the reporting period, JCCBI received two (2) new access to information requests, and no active requests were pending. This represents an increase of two (2) requests (200%) compared to the previous fiscal year, during which no requests were received.

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

In 2025-2026, JCCBI processed and released 3,593 pages, which is 3,593 pages more than the previous reporting period, representing an increase of 3,593%. Table 1 illustrates a three-year trend.

Table 1
Overview of Requests pursuant to the *Access to Information Act*

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate (%)
2025-2026	2	2	3,593	3,593	100
2024-2025	0	0	0	0	n/a
2023-2024	1	1	7	7	100

4.2 DISPOSITION OF COMPLETED REQUESTS

During this reporting period, two (2) requests were received and completed. Table 2 provides information on the disposition of completed requests over a three-year period.

Table 2 Disposition of Completed Requests						
Disposition	2023-2024		2024-2025		2025-2026	
	Number	Percentage	Number	Percentage	Number	Percentage
All disclosed	0	0	0	0	1	50
Disclosed in part	1	100	0	0	1	50
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	1	100	0	0	2	100

4.3 EXEMPTIONS INVOKED

During this reporting period, JCCBI invoked fourteen (14) exemptions pursuant to the ATIA, namely:

- Section 13(1)(c): Records containing information obtained in confidence from provincial governments or their agencies

- Section 16(2)(c): Records containing information the disclosure of which could reasonably be expected to facilitate the commission of offences, including information concerning the vulnerability of particular buildings or other structures or systems

- Section 17: Records containing information the disclosure of which could reasonably be expected to threaten the safety of individuals

- Section 18(a): Records containing trade secrets or financial, commercial, scientific or technical information that belongs to the Government of Canada or a government institution and has substantial value or is reasonably likely to have substantial value

- Section 18(b): Records containing information the disclosure of which could reasonably be expected to prejudice the competitive position of a government institution or to interfere with contractual or other negotiations conducted by a government institution

- Section 18(d): Records containing information the disclosure of which could reasonably be expected to be materially injurious to the financial interests of a government institution or to the ability of the Government of Canada to manage the economy of Canada or to result in an undue benefit to any person

- Section 19(1): Records containing personal information as defined in Section 3 of the *Privacy Act*

- Section 20(1)(b): Records containing financial, commercial, scientific or technical information supplied to a government institution by a third party, treated consistently in a confidential manner by the third party

- Section 20(1)(c): Records containing information the disclosure of which could reasonably be expected to result in material financial loss or gain to, or could reasonably be expected to prejudice the competitive position of, a third party

- Section 20(1)(d): Records containing information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of a third party

- Section 21(1)(a): Records containing advice or recommendations developed by or for a government institution

- Section 21(1)(b): Records containing an account of consultations or deliberations in which directors, officers or employees of a government institution participate

- Section 21(1)(c): Records containing positions or plans developed for the purpose of negotiations carried on or to be carried on by or on behalf of the Government of Canada and considerations related thereto

- Section 23: Records containing information that is subject to solicitor-client privilege or litigation privilege

4.4 EXCLUSIONS INVOKED

During this reporting period, JCCBI did not invoke any exclusions 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. During the reporting period, extensions were taken in accordance with paragraph 9(1)(a) of the ATIA.

Table 3 presents the response times of this reporting period and those of the previous two (2) reporting periods.

Table 3 Completion Time and Extensions						
Disposition	2023-2024		2024-2025		2025-2026	
	Number	Percentage	Number	Percentage	Number	Percentage
Within 1 to 15 days	-	-	-	-	-	-
Within 16 to 30 days	1	100	-	-	-	-
Within 31 to 60 days	-	-	-	-	1	50
Within 61 to 120 days	-	-	-	-	-	-
Within 121 to 180 days	-	-	-	-	1	50
Within 181 to 365 days	-	-	-	-	-	-
More than 365 days	-	-	-	-	-	-
Total	1	100	-	-	2	100

4.6 CONSULTATION REQUESTS

During the reporting period, JCCBI received four (4) consultation requests from another federal institution under the ATIA, which is three (3) more requests than the previous period (300%). Two (2) consultation requests were processed within 1 to 15 days, one (1) request was processed within 16 to 30 days, and one (1) request was processed within 61 to 120 days. Documents were fully disclosed for two (2) consultation requests, and documents were partially disclosed for two (2) consultation requests.

JCCBI did not make any inter-institutional consultation requests during this reporting period.

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 the reporting period, no informal requests were received; this is five (5) fewer requests than the previous period.

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 $29,177. Fees of $3,311 were incurred for professional services from external resources during the reporting period.

4.9 FEES

During the reporting period, JCCBI collected fees of $5 for each of the two (2) access to information requests received, for a total of $10.

5. TRAINING AND AWARENESS

During the reporting period, the ATIP Coordinator provided individual briefing sessions to new employees as part of their onboarding to raise awareness of the principles and obligations stemming from the *Access to Information Act*. In addition, the Legal Affairs team meets with employees as needed to support them and answer their questions regarding access to information and the protection of personal information. Furthermore, information capsules are currently being prepared to be shared with JCCBI employees. These will cover various topics related to access to information and the protection of personal information in order to inform and raise awareness among employees.

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, and February 26, 2026.

In view of Part 2 of the ATIA, “Proactive Publication of Information,” the Administration Department, more specifically the Finance Department, is responsible for publishing travel expenses, hospitality expenses, and most reports tabled in Parliament. With regard to the procedures and systems implemented to comply with proactive publication requirements, every month, the designated employee within the Finance Department prepares the relevant information based on 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.

Subject to the following, all reports tabled in Parliament are prepared by the Finance Department and published on JCCBI’s website by the Communications Department. The proactive publication of reports under the ATIA and the *Privacy Act* (PA) is the responsibility of the Legal Affairs and Human Resources Department and, more specifically, 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.

7. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

As previously mentioned, during this reporting period, members of the Legal Affairs Department have been working on information summaries on various topics, including the ATIA. These information summaries are designed to inform employees and raise their awareness about topics such as best practices for conveying information, privacy and the mechanism for making access to information requests.

Furthermore, JCCBI is continuing the necessary steps to join the new version of the online ATIP platform, which is currently being implemented. The purpose of this platform is to modernize JCCBI’s access to information service delivery.

Lastly, to make more information readily available to the public and therefore limit the need for access to information requests, JCCBI routinely publishes information about its current and upcoming major projects on its website.

8. 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.

9. 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 as defined in Section 3 of the ATIA 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. Below is a table of proactive publication requirements.

Legislative requirement	Section of ATIA	Publication Timeline	Does this requirement apply to your institution? (Y or N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timeframes*	Link to publication webpage**
Apply to all Government institutions as defined in Section 3 of the *Access to Information Act*						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Finance Department	100%	https://jacquescartierchamplain.ca/en/the-corporation/reports-and-publications/hospitality-and-travel-expenses/
Fees for hospitality	83	Within 30 days following the end of the reimbursement month	Y	Finance Department	100%	https://jacquescartierchamplain.ca/en/the-corporation/reports-and-publications/hospitality-and-travel-expenses/
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Finance Department Legal Affairs Department (ATIA and PA reports)	100%	https://jacquescartierchamplain.ca/en/the-corporation/reports-and-publications/financial-reports/

						https://jacquescartierchamplain.ca/en/the-corporation/reports-and-publications/access-to-information/

Legislative requirement	Section of ATIA	Publication Timeline	Does this requirement apply to your institution? (Y or N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timeframes*	Link to publication webpage**
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 *Financial Administration Act*						
Contracts over $10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
Grants & Contributions over $25,000	87	Within 30 days after the quarter	N			
Packages of briefing materials prepared for new deputy heads or equivalent	88(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, which are received by their office	88(b)	Within 30 days after the end of the month received	N			
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			
Applies to Government institutions that are departments named in Schedule I of the *Financial Administration Act* or portions of the core public administration named in Schedule IV of that Act (i.e., government institutions for which the Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N			

Legislative requirement	Section of ATIA	Publication Timeline	Does this requirement apply to your institution? (Y or N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timeframes*	Link to publication webpage**
Apply to Ministers' Offices (any institution that carries out proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared by a government institution for the minister, which is received by their office	74(b)	Within 30 days after the end of the month received	N			
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			
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			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N			

Legislative requirement	Section of ATIA	Publication Timeline	Does this requirement apply to your institution? (Y or N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timeframes*	Link to publication webpage**
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N			
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
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		

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

**This means the specific page where this information can be found on open.canada.ca/en or on the institution's website

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, and it 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 timeframes 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.

Finally, JCCBI 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 Sections 2 and 6 of this report for a description of these processes.

ANNEX A

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

Sandra Martel

Chief Executive Officer of
The Jacques Cartier and Champlain
Bridges Incorporated

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