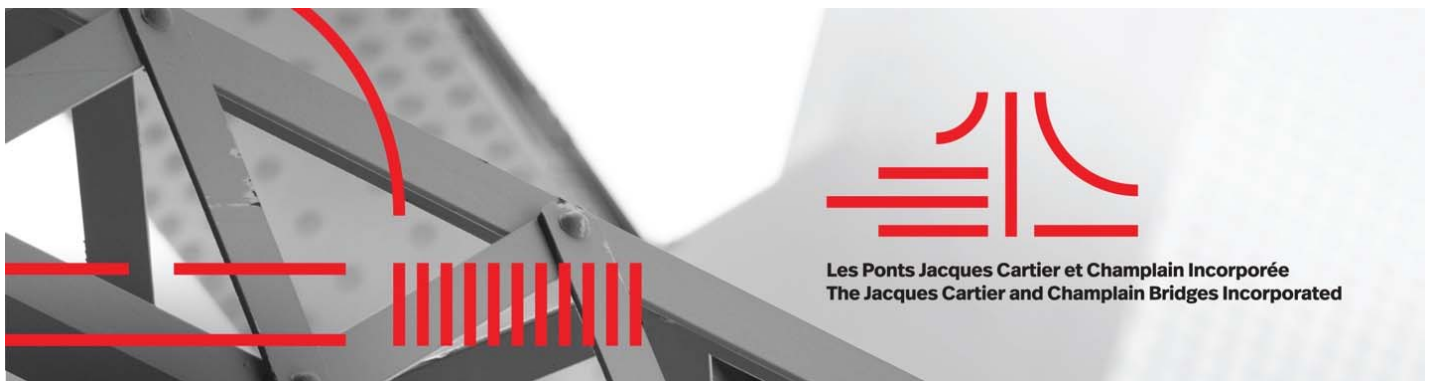


ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT



APRIL 1ST, 2020 TO MARCH 31ST, 2021

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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, notice of contract award 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 Sœurs 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 subsection 94 of the ATIA and is tabled in Parliament in accordance thereto. It covers the reporting period from April 1st, 2020 to March 31st, 2021.

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 ATIP Coordinator who is also Director, Legal Affairs for JCCBI. Procedures are in place for directing all formal requests to the ATIP Coordinator in order 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 administrative assistant to JCCBI's Director, Legal Affairs supports 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.

3. DELEGATION ORDER

The ATIP Coordinator is Mrs. Louise Ouellet, Director, Legal Affairs. A copy of the Delegation Order is included in Annex C.

4. HIGHLIGHTS OF THE STATISTICAL REPORT, 2020-2021

4.1 REQUESTS RECEIVED

During 2020-2021, the COVID-19 pandemic resulted in the closure of JCCBI offices throughout the 2020-2021 reporting period. During this period, JCCBI employees teleworked. It appears that JCCBI continued to answer the Access to information Requests addressed to it and that the pandemic had no impact on its ability to fulfil its responsibilities under the ATIA.

During this reporting period, JCCBI received a total of four (4) new requests. This represents a decrease of two (2) requests (33 %) from last year's reporting period total of six (6) requests.

Out of the four (4) requests received, one (1) request (25 %) was submitted by media, two (2) requests (50 %) by a member of the business sector and one (1) request (25%) by an organization.

In 2020-2021, JCCBI reviewed 8 639 pages, that is 1 905 pages more than the previous period, representing an increase of 22 %. Table 1 illustrates a three-year trend. Responding to formal Access to Information Requests involved the processing of 8 639 pages of which 5 174 were partially released.

Table 1					
Overview of Requests pursuant to the <i>Access to Information Act</i>					
Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate (%)
2020-2021	4	4	8 639	5 174	100
2019-2020	6	7	6 734	6 313	86
2018-2019	3	2	3 690	3 550	50

4.2 DISPOSITION OF COMPLETED REQUESTS

During this reporting period, four (4) requests were completed and information was released in accordance with the provisions of the ATIA. 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	2018-2019		2019-2020		2020-2021	
	Number	Percentage	Number	Percentage	Number	Percentage
All disclosed	0	0	2	29	0	0
Disclosed in part	2	100	4	57	3	75
No records exist	0	0	1	14	1	25
Request transferred	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Total	2	100	7	100	4	100

4.3 EXEMPTIONS INVOKED

During this reporting period, JCCBI invoked a total of twenty-four (24) exemptions pursuant to specific sections of the ATIA. The exemptions were as follows:

- Section 16: Records containing information that could reasonably be expected to facilitate the commission of an offence (1)
- Section 18: Records containing information the disclosure of which could prejudice the economic interests of Canada (4)
- Section 19: Records containing personal information as defined in Section 3 of the *Privacy Act* (3)
- Section 20: Records containing third party information (12)
- Section 21: Records containing information that relates to operations of Government (3)
- Section 23: Records containing information that is subject to solicitor-client privilege or the professional secrecy of advocates or to litigation privilege (1)

These exemptions are mainly the same as those invoked in 2019-2020.

4.4 EXCLUSIONS INVOKED

During this reporting period, no exclusions provided in the ATIA were invoked by JCCBI.

4.5 COMPLETION TIME AND EXTENSIONS

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

Table 3 presents the response time for the four (4) requests processed in 2020-2021 compared with the previous periods.

Disposition	2018-2019		2019-2020		2020-2021	
	Number	Percentage	Number	Percentage	Number	Percentage
Within 1 to 15 days	-	-	1	14	1	25
Within 16 to 30 days	1	50	1	14	2	50
Within 31 to 60 days	-	-	3	43	-	-
Within 61 to 120 days	1	50	2	29	1	25
Within 121 to 180 days	-	-	-	-	-	-
Within 181 to 365 days	-	-	-	-	-	-
More than 365 days	-	-	-	-	-	-
Total	2	100	7	100	4	100

During this reporting period, of the four (4) requests received, three (3) requests (75%) were processed within the 30-day time limit set in the ATIA. The statutory time limit was extended for one (1) request (25%) in accordance with the ATIA in order to notice a third party.

4.6 CONSULTATION REQUESTS

During this reporting period, JCCBI received one (1) consultation request from other federal government institutions pursuant to the ATIA which was processed within fifteen (15) days. This represents a decrease of two (2) consultation requests (67 %) from the previous period. JCCBI had to process a total of 56 pages as part of these consultations.

4.7 OTHER REQUESTS

In compliance with Treasury Board of Canada Secretariat requirements, JCCBI posts every month on its website a list of summaries of Access to Information Requests completed during the previous month. This list is presented in chronological order, by year, by month and by request number. During this reporting period, no request was received further to said posting, same as the previous period.

4.8 OPERATIONAL COSTS

Costs related to the administration of the ATIA totaled \$ 9 550 in salaries. In addition, fees of \$ 9 880 were incurred for professional services during this reporting period to support JCCBI employees in the processing of access to information requests.

4.9 FEES

During this reporting period, due to the COVID-19 Pandemic, JCCBI waived the payment of the five dollar (\$ 5) application fee. Therefore, JCCBI waived a total of twenty dollar (\$ 20) in application fee.

5 TRAINING AND AWARENESS

During this reporting period, the lawyer who processes the requests received under the ATIA attended, through teleconference, several technical briefings, orientation and awareness sessions provided by the Treasury Board of Canada Secretariat in addition to inform, train and raise awareness of the employees from different internal departments in the application of the ATIA when processing access to information requests.

6 POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

JCCBI continues to implement its internal policy approved by its Board of Directors on June 19, 2019.

7 SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

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

8 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 documents, which is coupled with fixed timetables. The Legal Affairs department, placed under Senior Director Administration's responsibility between April 1st 2020 to January 31st 2021 and under Senior Director Legal Affairs and Human Resources's responsibility since February 1st, 2021, is responsible for the processing of the Access to Information Requests as well as for seeing that timeframes are respected.

Upon receipt of any new Access to Information Request, all Board Members as well as the Senior Directors responsible for the Corporation's departments are also informed thereof by email.

ANNEX A
STATISTICAL REPORT



Statistical Report on the Access to Information Act

Name of institution: The Jacques Cartier and Champlain Bridges Incorporated

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	2
Organization	1
Public	0
Decline to Identify	0
Total	4

1.3 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	0	0	0	0

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Section 2: Decline to act vexatious, made in bad faith or abuse of right 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
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 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	0	0	0	0	0	0
Disclosed in part	0	2	0	1	0	0	0	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	2	0	1	0	0	0	4

3.2 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)	2	20,1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20,2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20,4	0
13(1)(d)	0	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)	3	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	2	23	1
15(1) - Def.*	0	16,3	0	20(1)(b)	3	23,1	0
15(1) - S.A.*	0	16,31	0	20(1)(b.1)	1	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	3	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	3		
16(1)(a)(iii)	0	16,5	0				
16(1)(b)	0	16,6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 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

3.4 Format of information released

Paper	Electronic	Other
0	3	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
8639	5174	3

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	2	1944	1	3230
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	0	0	0	0	0	0	2	1944	1	3230

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	1	0	0	0	1

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	4
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 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

3.7.2 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

3.8 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 4: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	1	0	0	1

4.2 Length of extensions

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

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	4	\$20
Other fees	0	\$0	0	\$0
Total	0	\$0	4	\$20

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	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

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	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 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures	Amount
Salaries	\$9 550
Overtime	\$0
Goods and Services	\$9 880
• Professional services contracts	\$9 880
• Other	\$0
Total	\$19 430

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,100
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,030
Students	0,000
Total	0,130

Note: Enter values to three decimal places.

ANNEX B

**SUPPLEMENTAL STATISTICAL REPORT ON THE
*ACCESS TO INFORMATION ACT AND PRIVACY ACT 2020-2021***



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

Name of institution: The Jacques Cartier and Champlain Bridges Incorporated

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

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

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

ANNEX C
DELEGATION ORDER

ACCESS TO INFORMATION ACT DESIGNATION ORDER

Pursuant to Section 73 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, this ¹³ day of July 2018.



Chief Executive Officer of
The Jacques Cartier and Champlain
Bridges Incorporated

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