

ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT



APRIL 1, 2024, TO MARCH 31, 2025

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Annex A: Delegation Order

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 under part I, Schedule III of the *Financial Administration Act*.

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 and the future developments planned thereon. 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, 2024, to March 31, 2025.

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 2024-2025

4.1 REQUESTS RECEIVED

During this reporting period, JCCBI received no new requests and no active requests were pending. This represents a decrease of one (1) request (100%) from last year's reporting period, which had one (1).

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

In 2024-2025, JCCBI processed and released 0 pages, which is 7 pages fewer than the previous reporting period, representing a decrease of 100%. Table 1 illustrates a three-year trend.

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 (%)
2024-2025	0	0	0	0	n/a
2023-2024	1	1	7	7	100
2022-2023	5	5	2433	2433	100

4.2 DISPOSITION OF COMPLETED REQUESTS

During this reporting period, no 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	2022-2023		2023-2024		2024-2025	
	Number	Percentage	Number	Percentage	Number	Percentage
All disclosed	3	60	0	0	0	0
Disclosed in part	2	40	1	100	0	0
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	5	100	1	100	0	0

4.3 EXEMPTIONS INVOKED

During this reporting period, JCCBI did not invoke any exemptions pursuant to the *ATIA*.

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.

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	2022-2023		2023-2024		2024-2025	
	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	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 four (4) pages were 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 received five (5) informal requests further to said posting, which is five (5) more requests 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 \$4,585. No costs were incurred for professional services contracts of external resources during this reporting period.

4.9 FEES

During this reporting period, JCCBI did not collect any \$5 fees, as no requests were received.

5. TRAINING AND AWARENESS

During this reporting period, the ATIP Coordinator, the lawyer and the paralegal who process access to information requests gave a presentation to all JCCBI employees at a corporate gathering, which focused in part on the *ATIA*. They also prepared *ATIA* information summaries for publication on the JCCBI Intranet site to inform employees and raise their awareness about various topics related to access to information and privacy.

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.

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 began preparing information summaries on various topics, including the ATIA. These information summaries, intended for publication on JCCBI's Intranet, 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 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.

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 where published**
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Finance Department	100%	https://jacquescartierchamplain.ca/en/the-corporation/reports-and-publications/hospitality-and-travel-expenses/
Hospitality expenses	83	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/
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/
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 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 where published**
Apply to Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
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 <i>Financial Administration Act</i> 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 where published**
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 where published**
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			

*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.

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 Affaires 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 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

A handwritten signature in blue ink, appearing to read "Sandra Martel", is written over a horizontal line.

Chief Executive Officer of
The Jacques Cartier and Champlain
Bridges Incorporated

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