



2015-2016 Annual Report on the
Access to Information Act

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1. Report on the *Access to Information Act*

1.1 Introduction

The *Access to Information Act* (the *ATI Act*) gives Canadian citizens, permanent residents and all individuals and corporations present in Canada the right of access to records under the control of a government institution, subject to the payment of the applicable fees and the exemption and exclusion provisions contained in the *Act*. The *ATI Act* complements, but does not replace, other means of obtaining government information.

This Annual Report, to be tabled in Parliament in accordance with section 72 of the *ATI Act*, summarizes the activities of the Windsor-Detroit Bridge Authority (WDBA) as they relate to the administration of the *ATI Act* for the period extending from April 1, 2015 to March 31, 2016.

1.2 Corporate Overview

WDBA is a non-agent parent Crown Corporation established by Letters Patent pursuant to s.29 (1) of the *International Bridges and Tunnels Act*. It is a Schedule III, Part I parent Crown Corporation under Part X of the *Financial Administration Act* (the *FAA*).

WDBA is accountable to Parliament through the Minister of Infrastructure and Communities. As a Crown corporation, it is subject to the Crown corporation governance regime established under Part X of the *FAA* and a range of other applicable statutes.

Under the terms of its Letters Patent and the Crossing Agreement, the WDBA is responsible for constructing and operating the Detroit River International Crossing (the *NITC*), through one or more public-private partnership (P3) agreements. (In May 2015, the Prime Minister of Canada and the Governor of the State of Michigan named the bridge and project, the Gordie Howe International Bridge.)

1.3 Establishment of the Access to Information and Privacy Program

The Access to Information and Privacy program was formally established during the reporting period, and the Chief Financial Administrative Officer (CFAO) coordinated most of the activities pertaining to the administration of the *ATIP Acts*, with the assistance of two staff members and one outside resource. Fiscal year 2016-2017 will be used to consolidate the program and develop in-house expertise on the interpretation and application of the two *Acts*.

1.4 Delegation Order

Section 73 of the *ATI Act* provides that “*The head of a government institution may, by order, designate one or more officers or employees of that institution to exercise or perform any of the powers, duties or functions of the head of the institution under this Act that are specified in the order.*”

WDBA had no delegation order for the reporting period, as the powers and responsibilities under the *Access to Information Act* were retained exclusively by the head of the institution, the President and CEO.

1.5 Statistical Report

WDBA received two formal access to information requests and one informal request for information during fiscal year 2015-2016. The informal request was fully processed within 56 days from the date of its receipt, and the WDBA responded by creating a set of records from its financial system that provided the information specifically requested by the applicant.

Time extensions were applied in regard to the two formal access requests and, as their processing was still ongoing as of March 31, 2016, they were carried over to fiscal year 2016-2017.

Requests Under the <i>Access to Information Act</i>	
Number of requests (2015-2016)	
Type	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
Total	2
Closed during reporting period	0
Carried over to next reporting period	2

WDBA's 2015-16 statistical report on the *Access to Information Act* is provided in Appendix A.

1.6 Completion Time and Extensions

The two formal access requests received during the fiscal year were the subject of time extensions and, as they were still being processed as of March 31, 2016, they were carried over to fiscal year 2016-2017.

1.7 Education and Training

During the fall of 2015, briefings as well as training and awareness sessions were held with the help of an external resource:

- The three employees responsible for the administration of the ATIP Acts attended a comprehensive three-day training session, which covered the processing of access requests, the interpretation and application of the exemption and exclusion provisions, the establishment of

an ATIP office as well as the obligations of WDBA as they relate to the Info Source publication, the production of statistical reports for the *Treasury Board of Canada Secretariat* and the annual reports to Parliament;

- A three-hour briefing was provided to the CEO and WDBA Executives to highlight their roles and responsibilities under both *Acts*. It also touched on issues of specific interest to them, such as the application of the *ATI Act* to the minutes of their meetings and the records that they create, including the status of their personal notes as defined by the Courts;
- A series of awareness sessions provided employees of WDBA with a high level review of the requirements of the *ATI Act*, with an emphasis on their roles and responsibilities as they relate to the search and retrieval of records that are the subject of an access request and the formulation of recommendations on the disclosure of information. Other topics covered included the creation of records and information and the interaction between the *ATI Act*, government communications, information management and information security.

1.8 Policies, Guidelines, Procedures, and Initiatives

An external resource assisted WDBA in identifying the policies and procedures that should be put in place so that WDBA can fulfill its statutory obligations under the *ATI Act* and the Treasury Board of Canada policies and directives on access to information. A detailed plan was developed to have those policies and procedures written and implemented during fiscal year 2016-2017.

1.9 Complaints, Investigations and Federal Court Cases

No complaints were made against WDBA under the *ATI Act* during fiscal year 2015-2016, and no investigations were conducted at WDBA by the Office of the Information Commissioner of Canada. There are no Court cases to report in relation to the *Access to Information Act*.

Appendix A



Government of Canada
Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Windsor-Detroit Bridge Authority

Reporting period: 2015-04-01 to 2016-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
Total	2
Closed during reporting period	0
Carried over to next reporting period	2

1.2 Sources of requests

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

1.3 Informal 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	
0	0	1	0	0	0	0	1

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



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Part 2: Requests Closed During the Reporting Period

2.1 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	0	0	0	0	0	0	0
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
Total	0	0	0	0	0	0	0	0

2.2 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)	0	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	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		

16(1)(a)(iii)	0	17	0
16(1)(b)	0		
16(1)(c)	0		
16(1)(d)	0		

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

2.3 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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 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	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
Total	0	0	0	0	0	0	0	0	0	0

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2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
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
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 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	0	0	0	0
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
Total	0	0	0	0

3.2 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	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

6.2 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 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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		\$33,235
Overtime		\$0
Goods and Services		\$21,703
• Professional services contracts	\$21,703	
• Other	\$0	
Total		\$54,938

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities

Full-time employees	0.55
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.10
Students	0.00
Total	0.65

Note: Enter values to two decimal places.