

# Windsor-Detroit Bridge Authority

## *Access to Information Act* Annual Report 2021-2022



---

## Table of Contents

1.	Access to Information Act - Annual Report 2021-2022 .....	1
1.1	Introduction .....	1
1.2	Organizational Structure.....	1
1.3	Delegation Order.....	1
1.4	Highlights of the Statistical Report, 2021-2022 .....	2
1.5	Training and Awareness.....	4
1.6	Policies, Guidelines, Procedures, and Initiatives .....	5
1.7	Summary of Key Issues and Actions Taken on Complaints and Audits .....	5
1.8	Monitoring Compliance .....	5

Appendix A: Signed Delegation Order

Appendix B: Statistical Report on the Access to Information Act

Appendix C: COVID-19 Supplemental Statistical Report

---

## 1. Access to Information Act - Annual Report 2021-2022

### 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 compliments, but does not replace, other means of obtaining government information.

Windsor-Detroit Bridge Authority (WDBA) is pleased to present Parliament with its Annual Report on the administration of the ATI Act in accordance with section 72 of the Act. This report summarizes WDBA activities for fiscal year April 1, 2021, to March 31, 2022. WDBA is not reporting on behalf of any wholly owned subsidiaries or non-operational institutions.

### 1.2 Organizational Structure

WDBA is led by a Chief Executive Officer (CEO) and governed by a board of directors who are responsible for overseeing the business activities and other affairs of WDBA. All Directors are approved by the Government of Canada with the Chair and CEO holding office for five years and the directors holding office for up to four years. WDBA is located in Windsor, Ontario.

The powers, duties and functions of the administration of the *Access to Information Act* have been fully delegated by WDBA's CEO to WDBA's Vice President, Corporate Affairs and External Relations (formerly the Vice President, Communications and Stakeholder Relations) who also serves as the organization's ATIP Coordinator. A copy of WDBA's Delegation Order is provided in Appendix A.

WDBA's ATIP requirements are managed through the ATIP Coordinator and supported by the ATIP Analyst/Corporate Communications Specialist as well as the ATIP Officer. Additional ATIP resources are also contracted as needed.

### 1.3 Delegation Order

See Appendix A.

## 1.4 Highlights of the Statistical Report, 2021-2022

### Access Requests

During fiscal year 2021-2022, WDBA received a total of seven formal access to information requests. Two access requests were carried over from the previous reporting period, 2020-2021. Four requests were completed between 1 to 15 days. One request was completed between 16 to 30 days. Two requests were completed over a 365-day period. Overall, there was a total of nine active requests in 2021-2022. There were no informal requests for information received during the reporting period.

WDBA experienced a slight decrease in the number of Access to Information requests and a sharp decrease in informal requests this year. Overall, WDBA received less requests during 2021-2022 than the 2020-2021 fiscal year.

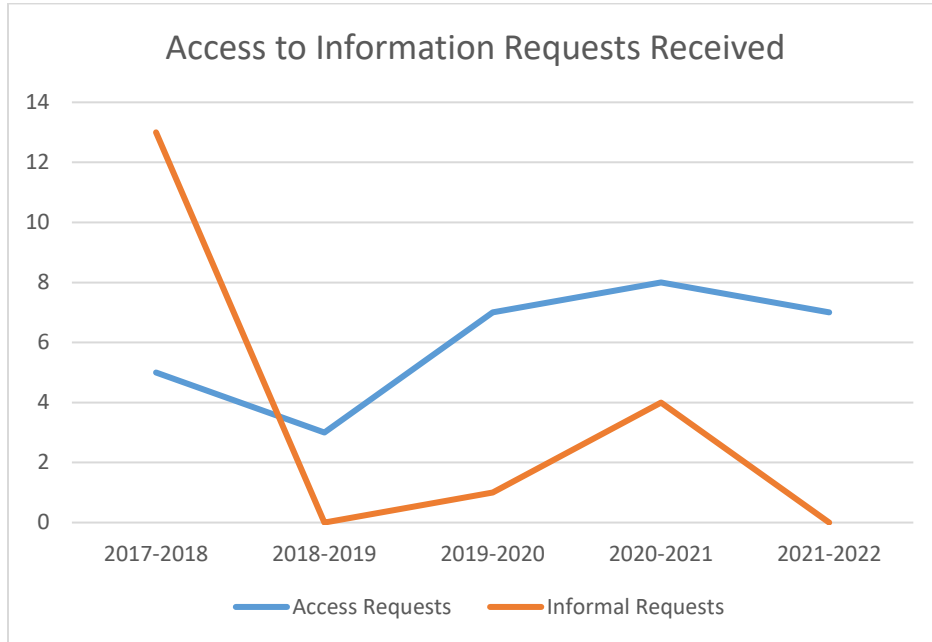
During fiscal year 2021-2022, WDBA held two active requests that remain outstanding from previous reporting periods. One remains within the legislated timeline including extension. One has passed beyond its legislated timeframe.

During fiscal year 2021-2022, WDBA received zero complaints to its ATIP department.

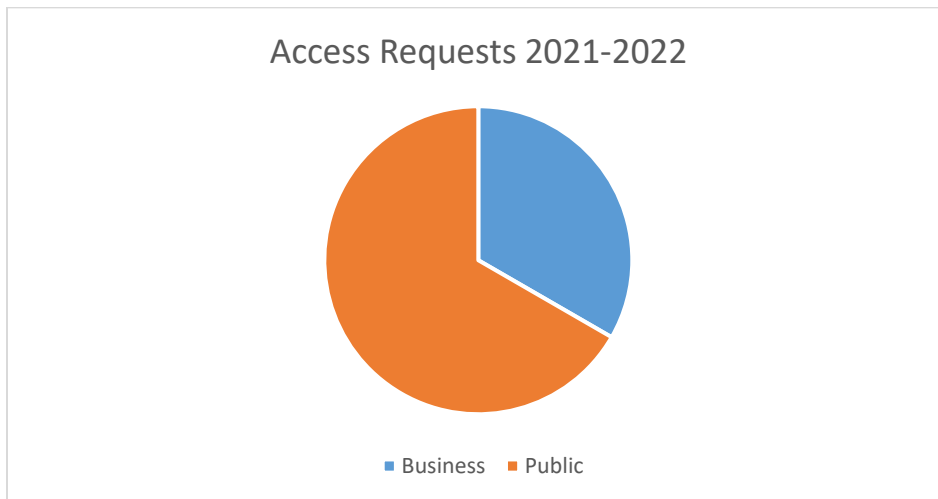
As a continued requirement for this fiscal year, WDBA has been requested to describe the impact of COVID-19-related measures on the institution's ability to fulfill its *Access to Information Act* responsibilities, and any mitigation measures that were implemented.

WDBA experienced no direct impact of COVID-19-related measures regarding access to information requests. There was no interruption in workflow.

The chart below identifies the number of requests received by WDBA during the 2021-2022 reporting period.



The chart below identifies the source of requests received by WDBA during the 2021-2022 reporting period.



## Extensions

In accordance with section 9(1) of the ATI Act, requests may be extended beyond the 30-day time limit if the request is for a large number of records and meeting the original timeframe would unreasonably interfere with operations, consultations are necessary, or notice of the request is given to a third party.

During this reporting period, WDBA sought extensions for one request due to interference with operations and workload. Notice was provided to the Information Commissioner in instances where WDBA extended the time limit more than 30 days. In 2021-2022, WDBA had two access requests where an extension was taken due to section 9(1)(a) – interference with operations and workload.

## Consultations Received from Other Institutions and Organizations

WDBA received one consultation from another institution. The number of consultations received and closed during the reporting period is equal to those received during 2020-2021.

## Completed Requests

In fiscal year 2021-2022, WDBA completed seven requests. Two requests have been carried over to the 2022-2023 reporting period.

Requests Under the Access to Information Act	
Number of requests (2021-2022)	
Type	Number of Requests
Received during reporting period	7
Outstanding from previous reporting period	2
<b>Total</b>	<b>9</b>
Closed during reporting period	7
Carried over to next reporting period	2

WDBA's 2021-2022 statistical report on the *Access to Information Act* is provided in Appendix B.

## 1.5 Training and Awareness

During fiscal year 2020-2021, WDBA promoted ATIP awareness throughout the organization by providing four sessions of mandatory training for all employees. Mandatory ATIP training occurs at WDBA on a biennial basis. The content of the training sessions included a high-level review of the ATI Act legislation, WDBA processes, exemptions, personal information and complaints. Other

topics covered included the treatment of records, privacy principles and privacy breaches. In addition to these topics, the all-staff training was presented in collaboration with WDBA's Information Management Specialist who shared information management principles and best practices. This all-staff training will occur again in upcoming fiscal year at which time it will incorporate any new legislative requirements.

An ATIP briefing is incorporated into the orientation process for new WDBA hires. Each new employee received this 1-1.5-hour training session within one month following their position's start date to provide a high-level overview of ATI Act requirements.

During "Right to Know Week," WDBA internally promoted ATIP. Communiqués were disseminated to employees that highlighted the roles and responsibilities of ATIP staff members. The messaging emphasized the work undertaken to complete ATIP requests and acted as a reminder that anyone seeking advice on interpreting the legislation could approach either the ATIP Coordinator or ATIP Analyst.

## **1.6 Policies, Guidelines, Procedures, and Initiatives**

In the 2021-2022 fiscal year, no policies, guidelines, procedures or initiatives were created or reviewed in accordance with the *ATI Act*. It is worth noting that during the development of WDBA's mandatory vaccination policy, the *Privacy Act* was considered to ensure compliance.

## **1.7 Summary of Key Issues and Actions Taken on Complaints and Audits**

No complaints were made against WDBA under the *ATI Act* during fiscal year 2021-2022. There are no court actions to report in relation to the *ATI Act*.

## **1.8 Monitoring Compliance**

WDBA's timeliness and compliance are monitored through internal tracking procedures. WDBA previously used the Access Pro Case Management software but switched to Nuix Discover software during fiscal year 2020-2021 to ensure WDBA's documentation tracking is more efficient and continues to meet deadlines. In addition, the status of each current access request is reported to the ATIP Coordinator on a weekly basis and the CEO is apprised of new requests and closure strategies.

## Appendix A: Signed Delegation Order

---

### Delegation of Authority Access to Information Act And Privacy Act

I, the undersigned Bryce Phillips, pursuant to Section 73 of the Access to Information Act and Section 73 of the Privacy Act, hereby authorize those officers and employees of the Windsor-Detroit Bridge Authority occupying the positions identified within the attached schedules to exercise signing authorities or perform any of the CEO's powers, duties or functions specified therein.

Dated at Windsor this 5<sup>th</sup> day of August, 2020.



Bryce Phillips

Windsor-Detroit Bridge Authority  
Chief Executive Officer



Delegation of Authority Under the Access to Information Act						
Provision	Task/Function	Position / Title				
		VP, Communications & Stakeholder Relations	ATIP Officer	Program Directors	All	N/A
4(2.1)	Responsibility of government institutions	X				
7(a)	Notice when access requested	X				
7(b)	Giving access to record	X				
8(1)	Transfer of request to another government institution	X				
9	Extension of time limits	X				
11(2), (3), (4), (5), (6)	Additional fees	X				
12(2)(b)	Language of access	X				

Delegation of Authority Under the Access to Information Act						
Provision	Task/Function	Position / Title				
		VP, Communications & Stakeholder Relations	ATIP Officer	Program Directors	All	N/A
12(3)(b)	Access in an alternative format	X				
13	Exemption - Information obtained in confidence	X				
14	Exemption - Federal-provincial affairs	X				
15	Exemption - International affairs and defense	X				
16	Exemption - Law enforcement and investigations	X				
16.5	Exemption - <i>Public Servants Disclosure Protection Act</i>	X				

Delegation of Authority Under the Access to Information Act						
Provision	Task/Function	Position / Title				
		VP, Communications & Stakeholder Relations	ATIP Officer	Program Directors	All	N/A
17	Exemption - Safety of individuals	X				
18	Exemption - Economic interests of Canada	X				
18.1	Exemption - Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.					X
19	Exemption - Personal information	X				
20	Exemption - Third-party information	X				

Delegation of Authority Under the Access to Information Act						
Provision	Task/Function	Position / Title				
		VP, Communications & Stakeholder Relations	ATIP Officer	Program Directors	All	N/A
21	Exemption - Operations of Government	X				
22	Exemption - Testing procedures, tests and audits	X				
22.1	Exemption - Audit working papers and draft audit reports	X				
23	Exemption - Solicitor-client privilege	X				
24	Exemption - Statutory prohibitions	X				
25	Severability	X				
26	Exception - Information to be published	X				

Delegation of Authority Under the Access to Information Act						
Provision	Task/Function	Position / Title				
		VP, Communications & Stakeholder Relations	ATIP Officer	Program Directors	All	N/A
27(1), (4)	Third-party notification	X				
28(1)(b), (2), (4)	Third-party notification	X				
29(1)	Where the Information Commissioner recommends disclosure	X				
33	Advising Information Commissioner of third- party involvement	X				
35(2)(b)	Right to make representations	X				
37(4)	Access to be given to complainant	X				

Delegation of Authority Under the Access to Information Act						
Provision	Task/Function	Position / Title				
		VP, Communications & Stakeholder Relations	ATIP Officer	Program Directors	All	N/A
43(1)	Notice to third party (application to Federal Court for review)	X				
44(2)	Notice to applicant (application to Federal Court by third party)	X				
52(2)(b), (3)	Special rules for hearings	X				
71(1)	Facilities for inspection of manuals	X				
72	Annual report to Parliament	X				

Delegation of Authority Under the Access to Information Regulations						
Provision	Task/Function	Position / Title				
		VP, Communications and Stakeholder Relations	ATIP Officer	Program Directors	All	N/A
6(1)	Transfer of request	X				
7(2)	Search and preparation fees	X				
7(3)	Production and programming fees	X				
8	Providing access to record(s)	X				
8.1	Limitations in respect of format	X				

Delegation of Authority Under the Privacy Act						
Provision	Task/Function	Position / Title				
		ATIP Coordinator	ATIP Officer	Program Directors	All	N/A
8(2)(j)	Disclosure for research purposes	X				
8(2)(m)	Disclosure in the public interest or in the interest of the individual	X				
8(4)	Copies of requests under 8(2)(e) to be retained	X				
8(5)	Notice of disclosure under 8(2)(m)	X				
9(1)	Record of disclosures to be retained	X				
9(4)	Consistent uses	X				
10	Personal information to be included in personal information banks	X				



Delegation of Authority Under the Privacy Act						
Provision	Task/Function	Position / Title				
		ATIP Coordinator	ATIP Officer	Program Directors	All	N/A
14	Notice where access requested	X				
15	Extension of time limits	X				
17(2)(b)	Language of access	X				
17(3)(b)	Access to personal information in alternative format	X				
18(2)	Exemption (exempt bank) - Disclosure may be refused	X				
19(1)	Exemption - Personal information obtained in confidence	X				
19(2)	Exemption - Where authorized to disclose	X				
20	Exemption - Federal-provincial affairs	X				

Delegation of Authority Under the Privacy Act						
Provision	Task/Function	Position / Title				
		ATIP Coordinator	ATIP Officer	Program Directors	All	N/A
21	Exemption - International affairs and defense	X				
22	Exemption - Law enforcement and investigation	X				
22.3	Exemption - Public Servants Disclosure Protection Act	X				
23	Exemption - Security clearances	X				
24	Exemption - Individuals sentenced for an offence					X
25	Exemption - Safety of individuals	X				
26	Exemption - Information about another individual	X				

Delegation of Authority Under the Privacy Act						
Provision	Task/Function	Position / Title				
		ATIP Coordinator	ATIP Officer	Program Directors	All	N/A
27	Exemption - Solicitor-client privilege	X				
28	Exemption - Medical record	X				
31	Notice of intention to investigate	X				
33(2)	Right to make representation	X				
35(1)	Findings and recommendations of Privacy Commissioner (complaints)	X				
35(4)	Access to be given	X				
36(3)	Report of findings and recommendations (exempt banks)	X				

Delegation of Authority Under the Privacy Act						
Provision	Task/Function	Position / Title				
		ATIP Coordinator	ATIP Officer	Program Directors	All	N/A
37(3)	Report of findings and recommendations (compliance review)	X				
51(2)(b)	Special rules for hearings	X				
51(3)	Ex parte representations	X				
72(1)	Report to Parliament	X				

Delegation of Authority Under the Privacy Regulations						
Provision	Task/Function	Position / Title				
		ATIP Coordinator	ATIP Officer	Program Directors	All	N/A
9	Reasonable facilities and time provided to examine personal information	X				
11(2)	Notification that correction to personal information has been made	X				
11(4)	Notification that correction to personal information has been refused	X				
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	X				

---

14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	X				
----	---	---	--	--	--	--

---

## **Appendix B: Statistical Report on the *Access to Information Act***

---



## Statistical Report on the Access to Information Act

Name of institution: Windsor-Detroit Bridge Authority

Reporting period: 2021-04-01 to 2022-03-31

### Section 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		7
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	2	
<b>Total</b>		<b>9</b>
Closed during reporting period		7
Carried over to next reporting period		2
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	1	

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	1
Organization	0
Public	6
Decline to Identify	0
<b>Total</b>	<b>7</b>

#### 1.3 Channels of requests



Source	Number of Requests
Online	6
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>7</b>

## Section 2: Informal Requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>0</b>
Closed during reporting period		0
Carried over to next reporting period		0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>0</b>

### 2.3 Completion time of informal requests

Completion Time





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
<b>Total</b>	4	1	0	0	0	0	2	7

## 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)	1	18(a)	1	20.1	0
13(1)(b)	1	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)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	2	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)	1	16.4(1)(b)	0	20(1)(c)	0	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)	1	17	0				
16(1)(c)	1						
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	7	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
134,459	12005	6

**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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	68	0	0	0	0	0	0	1	134358
All exempted	3	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	33	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
<b>Total</b>	5	101	0	0	0	0	0	0	1	134358

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**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
<b>Total</b>	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	1	0	0	1
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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	6
Percentage of requests closed within legislated timelines (%)	85.71428571

## 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
1	0	0	0	1

### 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	1	1
<b>Total</b>	0	1	1

## 4.8 Requests for translation

<b>Translation Requests</b>	<b>Accepted</b>	<b>Refused</b>	<b>Total</b>
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	0	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	1	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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	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	2	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 6: Fees

	Fee Collected	Fee Waived	Fee Refunded
--	---------------	------------	--------------

<b>Fee Type</b>	<b>Number of Requests</b>	<b>Amount</b>	<b>Number of Requests</b>	<b>Amount</b>	<b>Number of Requests</b>	<b>Amount</b>
Application	7	\$35.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	7	\$35.00	0	\$0.00	0	\$0.00

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	1	142	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	1	142	0	0
Closed during the reporting period	1	142	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

### 7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							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	
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	0	0	0	0	0	1





## 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

<b>Section 32 Notice of intention to investigate</b>	<b>Subsection 30(5) Ceased to investigate</b>	<b>Section 35 Formal Representations</b>
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)

<b>Section 44 - under paragraph 28(1)(b)</b>
0

## Section 11: Resources Related to the *Access to Information Act*

### 11.1 Allocated Costs

Expenditures	Amount
Salaries	\$69,652
Overtime	\$0

Goods and Services		\$31,523
• Professional services contracts	\$31,523	
• Other	\$0	
<b>Total</b>		<b>\$101,175</b>

## 11.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	0.540
Part-time and casual employees	1.070
Regional staff	0.000
Consultants and agency personnel	0.950
Students	0.000
<b>Total</b>	<b>2.560</b>

**Note:** Enter values to three decimal places.

---

## **Appendix C: COVID-19 Supplemental Statistical Report**

---

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

Name of institution: Windsor-Detroit Bridge Authority

Reporting period: 2021-04-01 to 2022-03-31

### 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	52

### 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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	1	1	2
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 or earlier	0	0	0

Total	1	1	2
-------	---	---	---

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 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 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.**

	Open Requests	Open Requests	
--	---------------	---------------	--

Fiscal Year Open Requests Were Received	that are <i>Within</i> Legislated Timelines as of March 31, 2022	that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
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 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 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 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

**Section 5: Social Insurance Number (SIN)**

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
--	----