An aerial photograph of a bridge pylon under construction. The pylon is a tall, A-shaped structure with a red lattice tower. A large red crane is positioned on top of the pylon. The pylon is surrounded by a network of steel beams and scaffolding. The background is a hazy, overcast sky.

WINDSOR-DETROIT BRIDGE AUTHORITY ANNUAL 2022 2023 **REPORT**

Access to Information Act

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1. Access to Information Act - Annual Report 2022-2023

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.

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, 2022, to March 31, 2023. 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. During 2022-2023, the CEO position was vacant for a three-month period. The previously mentioned powers, duties and functions were delegated by the Executive Management Committee, comprised of WDBA's executive team, to WDBA's Vice President, Corporate Affairs and External Relations. 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 one ATIP Officer. Additional ATIP resources are also contracted through one external consultant as needed.

WDBA was not party to any agreement under section 96 of the *Access to Information Act* during the reporting period.

WDBA is responsible for implementing all proactive publications of government institutions defined in section 3 of the *Access to Information Act*. The ATIP Coordinator and Officer are responsible for publishing reports tabled in Parliament within 30 days after tabling, as well as all ATI request summaries. The Finance Coordinator gathers and publishes all travel and hospitality

expenses. All requirements are posted to the institution's website. As a Crown corporation, WDBA does not have access to the Open Government portal. The registry team at Open Government has been working with WDBA to rectify this and posting to Open Government on behalf of WDBA in the interim. WDBA also posts all proactive publication requirements to gordiehoweinternationalbridge.com.

1.3 Delegation Order

See Appendix A.

1.4 Highlights of the Statistical Report, 2022-2023

Access Requests

During fiscal year 2022-2023, WDBA received a total of three formal access to information requests. Two access requests were carried over from the previous reporting period, 2021-2022. One request was completed between 1 to 15 days. One request was completed between 31 to 60 days. One request was completed between 61 to 120 days. Overall, there was a total of three active requests in 2022-2023. 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 the same level of informal requests this year. Overall, WDBA received less requests during 2022-2023 than the 2021-2022 fiscal year.

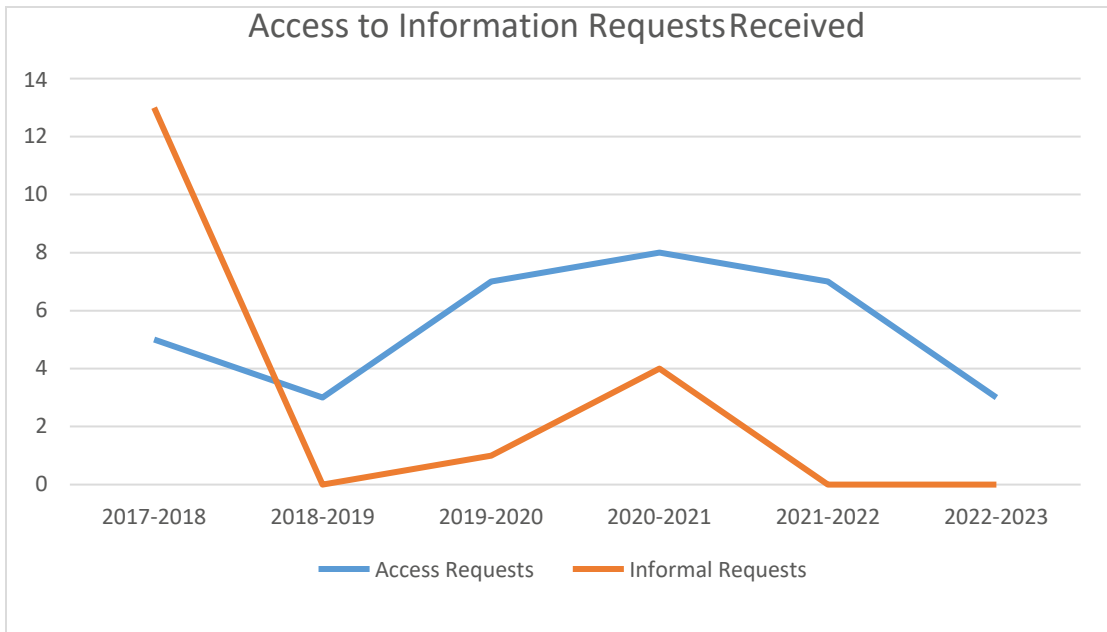
During fiscal year 2022-2023, WDBA held two active requests that remain outstanding from previous reporting periods. One remains within the legislated timeline including extension. One has passed beyond its legislated timeframe.

During fiscal year 2022-2023, 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 2022-2023 reporting period.



The chart below identifies the source of requests received by WDBA during the 2022-2023 reporting period.



Extensions

In accordance with section 9(1) of the ATI Act, requests may be extended beyond the 30 daytime 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 section 9(1)(a) interference with operations and workload. Notice was provided to the Information Commissioner in instances where WDBA extended the time limit more than 30 days.

Consultations Received from Other Institutions and Organizations

WDBA received five consultations from other institutions. The number of consultations received and closed during the reporting period is greater than those received during 2021-2022.

Completed Requests

In fiscal year 2022-2023, WDBA completed three requests. Two requests have been carried over to the 2023-2024 reporting period.

Requests Under the <i>Access to Information Act</i>	
Number of requests (2022-2023)	
Type	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	2
Total	5
Closed during reporting period	3
Carried over to next reporting period	2

WDBA's 2022-2023 statistical report on the *Access to Information Act* is provided in Appendix B.

1.5 Training and Awareness

During fiscal year 2022-2023, 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. Examples of requests under this Act were provided to discuss with staff the types of requests that WDBA receives. 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 Records Management Specialist who shared information management principles and best practices. This all-staff training will occur again in two fiscal years 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. A similar briefing is also delivered by the ATIP Coordinator to new Board of Directors members at the onset of their appointment.

To support "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 2022-2023 fiscal year, WDBA reviewed its internal Access to Information Policy and Procedure in accordance with the *Access to Information Act*. No substantive changes were made and the policy received approval by WDBA's Board of Directors. These Policies and Procedures are reviewed on a biennial basis

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 2022-2023. There are no court actions to report in relation to the *ATI Act*.

1.8 Monitoring Compliance

WDBA's timeliness and compliance are monitored weekly 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 as needed. During this reporting period, the WDBA ATIP office

received training and integrated into the ATIP Online Request Service version 3. This allowed requesters to more quickly and fully access and understand the status of their request, as well as provide justification and supporting documentation.

Due to the small number of requests WDBA receives per reporting period, there is currently no assessment process to determine whether information should be proactively disclosed beyond providing request summaries through the WDBA website and on the Open Government portal.

WDBA has not entered into any new contract, information sharing agreement or information sharing arrangement that would require measures to support the right to public access in accordance with section 4.2.8 of the Directive on Access to Information Requests. WDBA holds a contract solely with its private partner, Bridging North America (BNA). Measures are put in place through the Project Oversight department to ensure BNA fulfills its contractual obligations, also known as the Project Agreement (PA). This information can be provided through an Access to Information request.

The ATIP Coordinator, the CEO and INFC review the Annual Reports before they are published online. Both the Chief Financial Officer and the Vice President, Corporate Affairs and External Relations review travel and hospitality expense summaries before they are published. These steps are taken to monitor the accuracy and completeness of proactively published information under Part 2 of the Act.

Appendix A: Signed Delegation Order

Delegation of Authority
Access to Information Act
And Privacy Act



We, the undersigned Executive Management Committee, pursuant to Section 73 of the Access to Information Act and Section 73 of the Privacy Act, hereby authorize those officers and employees of Windsor-Detroit Bridge Authority occupying the positions identified within the attached schedules to exercise signing authorities or perform any of the institution head’s powers, duties or functions specified therein.

The powers, duties or functions delegated by means of this Order may be subdelegated to the Access to Information and Privacy Officer.

Dated at Windsor this 28 day of February 2023

Tuquero
Digitally signed by Tuquero, Vicky DN:
C=CA, O=GC, OU=WDBA-APWD,
CN="Tuquero, Vicky"
Reason: I am approving this document
Location: Windsor, ON Date: 2023.03.01 11:26:15-05'00'

**Vicky Tuquero
Windsor-Detroit Bridge
Authority,
General Counsel**

Hilbers, Grant
Digitally signed by Hilbers, Grant DN:
C=CA, O=GC, OU=WDBA-APWD,
CN="Hilbers, Grant" Reason: I am
approving this document
Location: Windsor, ON Date: 2023.03.06 10:13:38-05'00'

**Grant Hilbers
Windsor-Detroit Bridge Authority VP,
Engineering**

Delegation of Authority Under the Access to Information Act			
Provision	Task/Function	Position/Title	
		ATIP Coordinator	N/A
4(2.1)	Responsibility of government institutions	X	
7(a)	Notice when access requested		
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)	Waiver of fees	X	
12(2)(b)	Language of access	X	
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 – Public Servants Disclosure Protection Act	X	
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	
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	
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	
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	
		ATIP Coordinator	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	N/A
8(2)(j)	Disclosure for research purposes	X	
8(2)(m)	Disclosure in the public interest or in the interest in the individual	X	
8(4)	Copies of requests under 8(2)(e) to be retained	X	
8(5)	Notices of disclosure under 8(2)(m)	X	
9(1)	Record of disclosure to be retained	X	
9(4)	Consistent uses	X	
10	Personal information to be included in personal information banks	X	
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	
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	
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	
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)	Parliament	X	

Delegation of Authority Under the Privacy Regulations

Provision	Task/Function	Position/Title	
		ATIP Coordinator	N/A
		ATIP Coordinator	N/A
9	Reasonable facilities and time provided to examine	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	X	
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified	X	

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



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Windsor-Detroit Bridge Authority

Reporting period: 2022-04-01 to 2023-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		5
Closed during reporting period		3
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)	0
Organization	0
Public	1
Decline to Identify	2
Total	3

1.3 Channels of requests

Source	Number of Requests
Online	1
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	3

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	
Total		0
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
Total	0

2.3 Completion time of 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	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Rereleased	Number of Requests	Pages Rereleased	Number of Requests	Pages Rereleased	Number of Requests	Pages Rereleased	Number of Requests	Pages Rereleased
0	0	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on 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
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

Disposition of 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
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	1	0	0	0	2
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	1	0	0	0	0	0	1
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
Total	0	1	1	1	0	0	0	3

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)	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)	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)	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)	2	22.1(1)	1
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)	0	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)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	1						

I.A. - International; Def. - Defence of Canada; S.A. - Subversive

16(1)(d)	0
----------	---

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	2	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
3138	698	3

4.5.1 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	0	0	1	139	0	0	1	2999	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	1	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	1	0	1	139	0	0	1	2999	0	0

4.5.2 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.3 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
Total	0	0	0	0	0	0

4.5.4 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.5 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
Total	0	0	0	0	0	0

4.5.6 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
Total	1	0	0	1

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	66.66666667

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	1	0	0	0

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	1	0	1
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	1	0	1

4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	1	0	0
French to English	0	0	0
Total	1	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	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	1	0	0	0

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	1	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	3	\$15.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	3	\$15.00	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	5	80	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	5	80	0	0
Closed during the reporting period	5	80	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	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

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
Total	0	0	0	0	0	0	0	0	0	0

9.1 Investigations

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

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$56,114
Overtime		\$0
Goods and Services		\$13,044
• Professional services contracts	\$13,044	
• Other	\$0	
Total		\$69,158

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.700
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.800
Students	0.000
Total	1.500

Note: Enter values to three decimal places.

Appendix C: COVID-19 Supplemental Statistical Report



Government
of Canada

Gouvernement
du Canada

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

Name of institution: Windsor-Detroit Bridge Authority

Reporting period: 2022-04-01 to 2023-03-31

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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	1	1	2
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	1	1	2

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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 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.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0	Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the <i>Privacy Act</i>
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