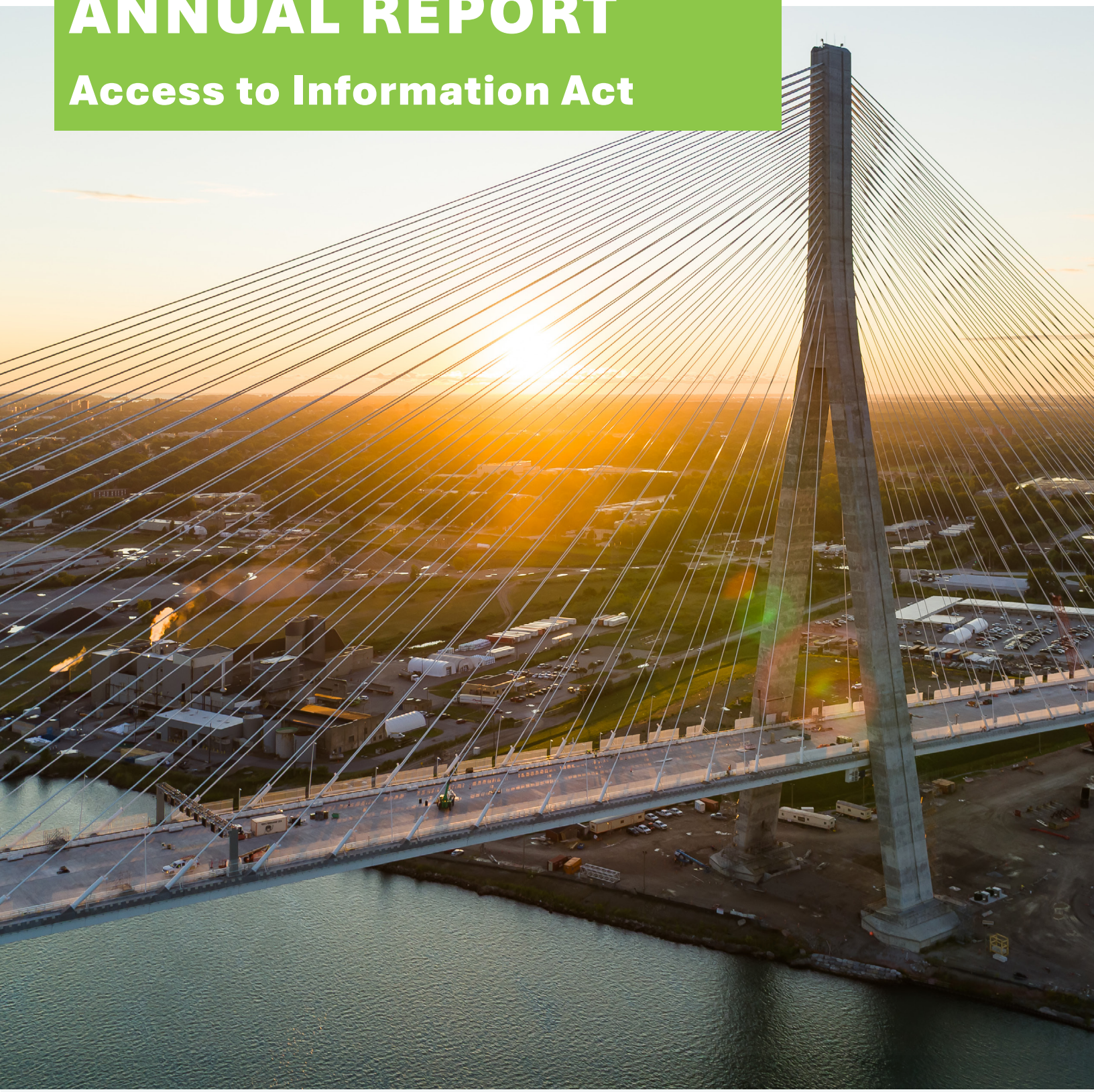
2025-2026

ANNUAL REPORT

Access to Information Act



WDBA • APWD
Windsor-Detroit Bridge Authority
Autorité du pont Windsor-Détroit

Canada

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1. Access to Information Act - Annual Report 2025-2026

1.1 Introduction

The *Access to Information Act* (the *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 Act* in accordance with section 72 of the Act. This report summarizes WDBA activities for fiscal year April 1, 2025, to March 31, 2026. 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 Chief Relations Officer 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 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.

For a breakdown of the group(s) and/or positions responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section "**Proactive Publication under Part 2 of the ATIA**", below.

Proactive Publication under Part 2 of the ATIA

WDBA is responsible for implementing all proactive publications of government institutions defined in section 3 of the *Act*.

Under part two of the *Act*, WDBA is legislatively required to post information regarding travel and hospitality expenses of senior-level employees, defined at WDBA as those identified as officers of the corporation and Board members. On a monthly basis, the Finance Coordinator gathers all travel and hospitality expenses incurred by these individuals into a consolidated report. This information is then posted to the website within 30 days after the end of the month of reimbursement. Additionally, 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. 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 posts all required records to Open Government on behalf of WDBA in the interim.

1.3 Delegation Order

See Appendix A. Please note that our CEO resigned as of January 16, 2026. WDBA's Chief Legal Officer, Charbel Andary has been serving in an interim CEO position until a new permanent CEO is appointed.

1.4 Performance under Part 1 of the *Access to Information* Act 2025-2026

Access Requests

During fiscal year 2025-2026, WDBA received a total of seven formal access to information requests. All formal requests were received through the ATIP Online Request Software portal. One request was completed within 15 days. Five requests were completed within 30 days. Two requests were fully disclosed, two were fully exempted from disclosure, one was disclosed in part and WDBA held no existing records for one request. One request also remains ongoing within legislated timeframe through an extension taken.

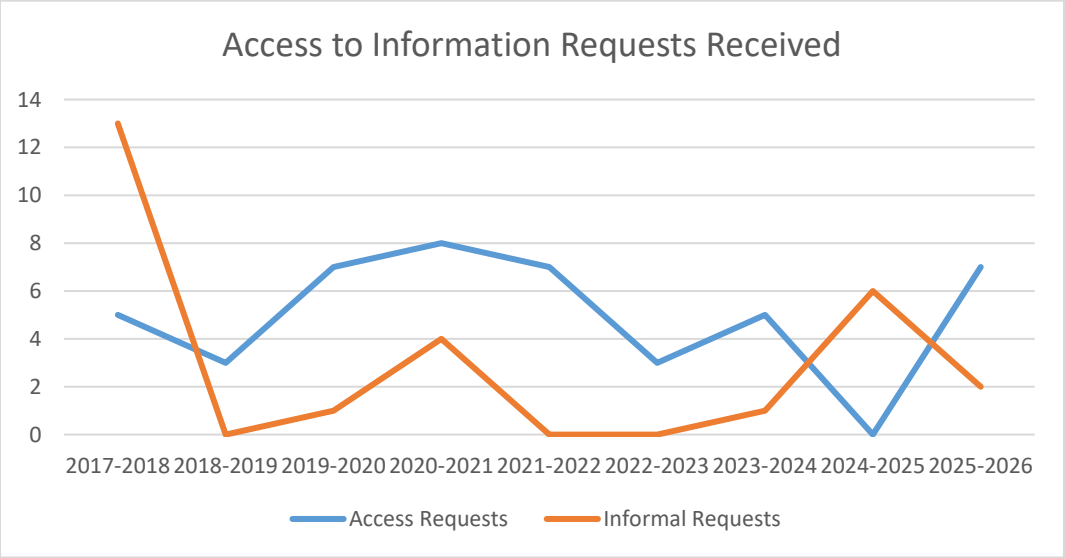
WDBA received two informal requests for information during this fiscal period. Both informal requests were received through the Open Government portal. Both informal requests were completed between 1 to 15 days. One informal request also remains ongoing due to limited resources.

WDBA experienced a large increase in the number of formal Access to Information requests and a moderate decrease of informal requests compared to the previous fiscal year.

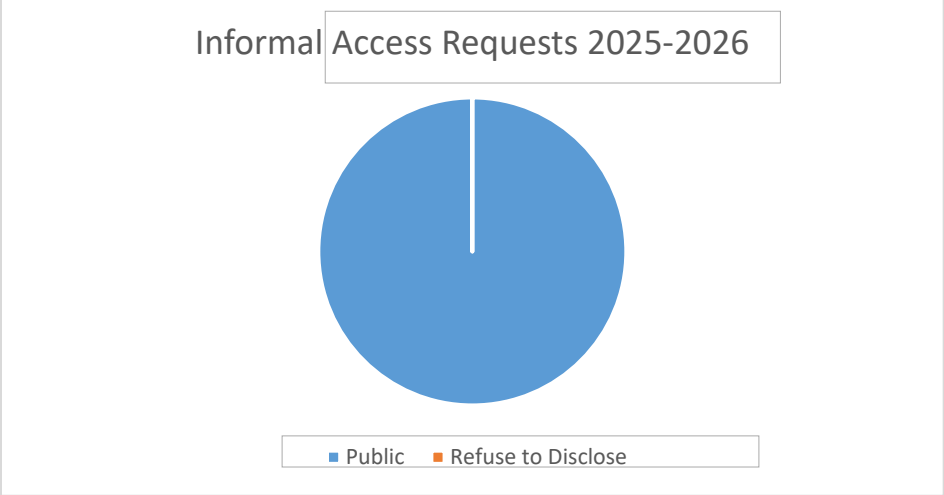
During fiscal year 2025-2026, WDBA holds no active requests that remain outstanding from previous reporting periods.

During fiscal year 2025-2026, WDBA received zero complaints to its ATIP office under the *Act*. This is consistent with the previous reporting period of 2024-2025.

The chart below identifies the number of requests received by WDBA during the 2025-2026 reporting period.



The chart below identifies the source of informal requests received by WDBA during the 2025-2026 reporting period.



Extensions

In accordance with section 9(1) of the *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 received one request for which WDBA requested an extension due to section 9(1)(a) interference with operations and workload.

Consultations Received from Other Institutions

WDBA received two consultations from other government institutions. The number of consultations received and closed during the reporting period is consistent with the previous reporting period.

Completed Requests

In fiscal year 2025-2026, WDBA carried forward no outstanding requests.

Requests Under the *Access to Information Act*	
Number of requests (2025-2026)	
Type	**Number of Requests**
Received during reporting period	7
Outstanding from previous reporting period	0
Total	**7**
Closed during reporting period	6
Carried over to next reporting period	1

1.5 Training and Awareness

During fiscal year 2024-2025, WDBA researched and prepared training to raise ATIP awareness throughout the organization by providing mandatory biennial ATIP training to all staff. The content of the training sessions focused on privacy awareness and raising privacy concerns this fiscal year due to an amalgamation of staff to one floor in the WDBA building from the previous three floors used. Resulting from this concern of potentially lowered employee privacy and a confidence in employee's knowledge of the *Access to Information* Act, no topics relating to this Act were covered in this round of ATIP training. In accordance with pursuing new methods to support the ATIP regime

the all-staff training was presented online via the software HCM Rippling, for employees to review at their convenience, rather than force employees to reserve time for training While the training was created to be delivered at the end of fiscal year 2024-2025, it was not successfully delivered until beginning of fiscal year 2025-2026 due to issues with the platform used to present the training The use of this platform allowed the ATIP Office to view the dates in which employees completed the training from a single page and more easily ensure all employees completed the mandatory training. This all-staff training will occur again in two fiscal years at which time it will incorporate any new legislative requirements. This training is required on a biennial basis.

An ATIP briefing is also incorporated into the orientation process for new WDBA hires. Each new employee received this 1-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 Officer.

1.6 Policies, Guidelines, Procedures, and Initiatives

In the 2025-2026 fiscal year, WDBA reviewed its internal Access to Information Policy and Procedure in accordance with the *Access to Information Act*. WDBA's ATIP office decided to review early to ensure the state of its internal policy suite reflected the state of Access to Information within WDBA upon opening of the Gordie Howe International Bridge. The policy suite looked to ensure employees understood their contribution requirements for the required yearly update of WDBA's Info Source page. No other 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 and will be reviewed again in the 2027-2028 fiscal year.

1.7 Initiatives and Projects to Improve Access to Information

Due to an increased number of *Access to Information* requests and the impending opening of the Gordie Howe International Bridge, no initiatives or projects to improve access to information were implemented during this reporting period.

1.8 Summary of Key Issues and Actions Taken on Complaints and Audits

Requesters have the right to register a complaint with the Information Commissioner of Canada regarding any matter relating to the processing of a request. The Department works collaboratively with the Commissioner's Office to resolve complaints, providing the requester with a resolution. No complaints were made against WDBA under the ATI Act during fiscal year 2025-2026. There are no court actions to report in relation to the ATI Act.

During fiscal year 2025-2026, the WDBA ATIP office processed no parliamentary questions.

1.9 Proactive Publication under Part 2 of the ATIA

The table below outlines the requirements of WDBA as an institution defined in section 3 of the *Access to Information Act*.

Legislative Requirement	Section of ATI	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
Apply to all Government institutions as defined in section 3 of the *Access to Information Act*						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	ATIP Coordinator	100%	Link
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	ATIP Coordinator	100%	Link
Reports tabled in Parliament	84	Within 30 days of tabling	Y	ATIP Coordinator	100%	Link

Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II or the *Financial Administration Act*						
Contracts over $10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Grants & Contributions over $25,000	87	Within 30 days after the quarter	N	N/A	N/A	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N	N/A	N/A	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
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	N/A	N/A	N/A
Applies to government institutions that are departments named in Schedule I to the *Financial Administration Act* or portions of the core public administration named in Schedule IV to 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	N/A	N/A	N/A
Apply to Ministers' Offices (therefore apply to any institution that performs 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 the appointment	N	N/A	N/A	N/A
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N	N/A	N/A	N/A

day of the House of Commons in June and December						
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	N/A	N/A	N/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursements	N	N/A	N/A	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A

Minister's 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	N/A	N/A	N/A

1.10 Monitoring Compliance

WDBA's timeliness and compliance are monitored weekly through internal tracking procedures. WDBA continues to utilize Nuix Discover software to ensure WDBA's documentation tracking is efficient and meets 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. HICC may also be apprised of requests as required. The WDBA ATIP office participates in the ATIP Online Request Service. This allows requesters a streamlined avenue to more quickly and fully access and understand the status of their request, as well as provide justification and supporting documentation.

Due to the nature of WDBA's mandate 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 process 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 and HICC review the Annual Reports before they are published online. Both the Chief Financial and Administrative Officer and the Chief Relations Officer 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.

1.11 Info Source and Publicly Accessible Information

Info Source is a series of publications containing information on the Government of Canada and its data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Access to Information Act* and *Privacy Act*.

The ATIP Office is responsible for providing updates on WDBA's functions and activities for publication under Info Source on the institution's website. In the 2025-2026 reporting period, WDBA updated its Info Source page to reflect the newly prescribed Info Source Online Publishing Requirements.

WDBA's website provides information on the Crown corporation's history, mandate and governance. To comply with public disclosure, copies of its quarterly and yearly reports as well as recordings of all Annual Public Meetings and accompanying documents and notices can are available.

To facilitate public access and to comply with the Act, a designated public reading room is located in Suite 400 at 100 Ouellette Avenue in Windsor, Ontario, N9A 6T3.

Appendix A: Signed Delegation Order

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Delegation of Authority
Access to Information Act
and
Privacy Act

I, Charl van Niekerk, pursuant to Section 95 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 August 15, 2023.

VanNiekerk, Charl

Digitally signed by VanNiekerk, Charl
DN: C=CA, O=GC, OU=WDBA-APWD, CN="VanNiekerk, Charl"
Reason: I am approving this document
Location: Toronto, ON
Date: 2023.08.15 16:12:46-04'00'
Foxit PDF Editor Version: 12.1.2

Charl Van Niekerk
Windsor-Detroit Bridge Authority
Chief Executive Officer

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	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)	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)	Report to Parliament	X	

Delegation of Authority Under the Privacy Regulations			
Provision	**Task/Function**	**Position/Title**	
		ATIP Coordinator	**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 a 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	



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Aussi disponible en français

Our annual report is available in accessible formats upon request.

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