

Canadian Commercial Corporation

Annual Report to Parliament on *Access to Information Act*

April 1, 2014 – March 31, 2015

1. Introduction

The *Access to Information Act* gives Canadian citizens, permanent residents and any person and corporation present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions. The *Access to Information Act* took effect on July 1, 1983.

This report is prepared in accordance with section 72 of the *Access to Information Act*. The Annual Reports are tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

The Canadian Commercial Corporation (CCC), a Crown corporation of the Government of Canada, acts as Canada's international contracting and procurement agency. CCC reports to Parliament through the Minister of International Trade under Schedule III Part I of the *Financial Administration Act*.

CCC connects foreign government buyers with Canadian expertise through the negotiation and execution of government-to-government contracts. The Corporation's strong relationships with international buyers and our access to Canada's innovative industrial base put us in a unique position to facilitate and promote international trade.

The Corporation focuses on areas where there is a clear role for government, operating in sectors outside of trade agreement obligations, such as security and defence. We also focus on emerging and developing markets, where governments of other countries may require additional capacity to undertake complex and timely procurements and projects. CCC can operate either as Prime Contractor selling to governments, or as a Procurement Agent sourcing Canadian goods and services on behalf of governments in other countries. The Corporation also procures equipment, supplies and expertise to help the Government of Canada fulfill its in-kind aid contributions worldwide.

2. Structure

The administration of the *Access to Information Act*, which due to the size of the Corporation (approximately 140 employees), is a function assumed by Legal Services. The Vice-President, Legal Services, General Counsel & Corporate Secretary is a member of the Corporation's executive committee and is the Access to Information and Privacy Coordinator. The position is supported by a junior Legal Counsel from the Legal Services and available administrative resources.

The Coordinator ensures compliance by the Corporation by processing requests for information in accordance with the legislative obligations, relevant regulations, directives and guidelines of the *Act*. The corporation's Governance Committee is briefed on a quarterly basis on the requests received under the *Access to Information Act*.

3. Delegation Order

While there has been no Delegation Order, in accordance with Section 3 of the *Access to Information Act*, the President, as the chief executive officer of the Corporation, is the “head” for the purposes of the Act.

4. Statistical Report

The number of requests the Corporation received has slightly decreased over the past year; however, the complexity and the volume of records in relation to the requests that must be viewed and analyzed have steadily increased, especially in the last quarter of the current reporting period. In fiscal year 2013-2014, CCC received twenty-two (22) requests under the *Access to Information Act*, of which five (5) requests were carried over to fiscal year 2014-2015. In fiscal year 2014-2015, CCC received fourteen (14) new requests, closed seventeen (17) requests during this period and carried over two (2) requests to the next reporting period. Out of the seventeen (17) requests that were closed, two (2) were closed in 1 to 15 days, seven (7) were closed in 16 to 30 days, four (4) were closed in 31 to 60 days, two (2) were closed in 61 to 120 days, and two (2) were closed in 121 to 180 days. CCC also responded to ten (10) consultations where information requested from another government department was relevant to CCC. CCC received two (2) informal requests. No requests were transferred to or from CCC. The exemptions used have largely remained the same, with the Corporation relying mostly on sections 15(1), 18(a) and (b), 19(1), 20(1)(b) and (c), and 21(a),(b),(c), and (d), but also recently utilizing sections 13(1)(a) and 20(1)(d).

The statistical report is attached as Annex A for your information and will be forwarded to the Treasury Board of Canada as required.

Where information was disclosed, photocopies of documents were provided or a CD was provided with electronic records. The net fees collected by CCC totaled \$65.00 comprised of application fees only. The CCC costs associated with the administration of the *Access to Information Act* totaled approximately \$55,000.00, representing \$18,000 increase in salaries from the previous Annual Report due to absence of a permanent administrative assistant and the majority of the tasks and duties temporarily resting with a junior Legal Counsel.

5. Training

The Canadian Commercial Corporation did not conduct any internal training in fiscal year 2014-2015 due to lack of staff relative to the operational demands of the Corporation.

6. Policy, Guidelines and Procedures

Our institution did not implement any new and/or revised Access to Information policies, guidelines or procedures during the reporting period.

7. Complaints and Investigations

During the reporting period CCC did not receive notification of any complaints and/or investigations.



Statistical Report on the *Access to Information Act*

Name of institution: Canadian Commercial Corporation

Reporting period: 2014-04-01 to 2015-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	14
Outstanding from previous reporting period	5
Total	19
Closed during reporting period	17
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	5
Business (private sector)	2
Organization	2
Public	3
Decline to Identify	0
Total	14

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	
1	1	0	0	0	0	0	2

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

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	1	2	1	0	0	0	0	4
Disclosed in part	0	3	3	2	2	0	0	10
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	1	0	0	0	0	0	2
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
Total	2	7	4	2	2	0	0	17

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	1	18(a)	5	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	4	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	1	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	1	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	5
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	1
15(1)	7	16.1(1)(d)	0	19(1)	8	22.1(1)	0
15(1) - I.A.*	7	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	1	16.3	0	20(1)(b)	6	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)	4		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
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	2	2	0
Disclosed in part	3	7	0
Total	5	9	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	217	217	4
Disclosed in part	8,564	2,841	10
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1
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	3	69	1	148	0	0	0	0	0	0
Disclosed in part	4	89	4	968	0	0	2	1,784	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
Total	8	158	5	1116	0	0	2	1784	0	0

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	5	0	0	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	5	0	0	0	5

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
5	0	5	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	1	1
61 to 120 days	0	1	1
121 to 180 days	0	1	1
181 to 365 days	0	2	2
More than 365 days	0	0	0
Total	0	5	5

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	5	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	5	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	1	0
61 to 120 days	0	0	1	0
121 to 180 days	0	0	1	0
181 to 365 days	0	0	2	0
365 days or more	0	0	0	0
Total	0	0	5	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	13	\$65	1	\$5
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	13	\$65	1	\$5

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	10	586	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	10	586	0	0
Closed during the reporting period	10	586	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 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	1	6	2	0	0	0	0	9
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
Total	2	6	2	0	0	0	0	10

5.3 Recommendations and completion time for consultations received from other organizations

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	0	0	0	0	0	0	0	0
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
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

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

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		\$55,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$55,000

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.75
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.75

Note: Enter values to two decimal places.