

3. Delegation Order

For the purposes of section 3 of the Access to Information Act, the President of CCC is designated as the "Head" of the institution.

Pursuant to section 73 of the Act, the President's authority has been delegated to enable the Corporation to meet its legislated requirements. The President has delegated his powers and duties to the Vice-President Legal Services, General Counsel and Corporate Secretary, who is also the ATIP Coordinator.

A copy of the Delegation Order, dated April 20, 2015, is attached as Annex A.

4. Statistical Report

The number of requests the Corporation received has increased significantly over the past year; and the complexity and the volume of records in relation to the requests that must be reviewed and analyzed have also continued to steadily increase. In fiscal year 2014-2015, CCC received fourteen (14) requests under the *Access to Information Act*, of which two (2) requests were carried over to fiscal year 2015-2016. In fiscal year 2015-2016, CCC received forty (40) new requests, closed twenty-three (23) requests during this period and carried over nineteen (19) requests to the next reporting period. Out of the twenty-three (23) requests that were closed, four (4) were closed in 1 to 15 days, ten (10) were closed in 16 to 30 days, six (6) were closed in 31 to 60 days, two (2) were closed in 61 to 120 days, and one (1) was closed in 121 to 180 days. CCC also responded to eleven (11) consultations where information requested from another government department was relevant to CCC. CCC received seventeen (17) informal requests. No requests were transferred to or from CCC. The exemptions used have largely remained the same, with the Corporation applying mostly sections 13(1)(a), 15(1), 18(a) and (b), 19(1), 20(1)(b) and (c), and 21(a),(b),(c), and (d). Requests from media increased from two (2) requests in 2014-2015 to twenty-four (24) requests in 2015-2016.

Where information was disclosed, photocopies of documents were provided or electronic records were provided either by email or on a CD. The net fees collected by CCC totaled \$115.00, comprised of application fees only. The costs associated with the administration of the *Access to Information Act* totaled approximately \$101,710.00, representing a \$46,710 increase in salaries from the previous Annual Report due to the significant increase in the number of requests received in the reporting period and the consequential human resources required to process and complete the requests.

The statistical report is attached as Annex B and has been submitted to the Treasury Board of Canada as required.

5. Training

The ATIP Coordinator and Law Clerk hold briefings with the business units subject to an ATI request to advise them about their search obligations and review the exemptions under the legislation. CCC did not conduct any formal training in the 2015-2016 fiscal year due to lack of staff relative to the operational demands of the Corporation.

6. Policy, Guidelines and Procedures

During the reporting period, CCC implemented a new administrative checklist for processing requests. We did not implement any additional new and/or revised Access to Information policies, guidelines or procedures.

7. Complaints and Investigations

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

8. Time Monitoring to Process Requests

CCC did not monitor the time involved in processing access to information requests.