CANADIAN COMMERCIAL CORPORATION

Annual Report to Parliament on the Administration of the *Access to Information Act*

April 1, 2017 – March 31, 2018

1. Introduction

The purpose of the *Access to Information Act* (the "Act") is to provide individuals and corporations present in Canada with a right of access to records under the control of federal government institutions. The principles encompassed by the Act are that government information should be available to the public, necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The Act also specifies that it is intended to complement existing procedures for obtaining government information and is not to limit in any way the type of information that is normally available to the public, thereby denoting the importance of informal access.

This report is prepared and tabled in Parliament in accordance with section 72 of the *Access to Information Act.*

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

The Corporation's primary service involves the establishment of government-to-government contracts with foreign government buyers to provide goods and services available for export from Canada. CCC then enters into contracts with Canadian exporters to fulfill the requirements of these government-to-government contracts. The procurement and contracting services provided for the benefit of Canadian exporters allows them to access markets where risk, transparency and competitiveness require a government-to-government arrangement.

While CCC is actively engaged in the aerospace, defence, security and infrastructure sectors, it also supports emerging and developing markets such as clean tech and communication technology where foreign governments may require additional capacity to undertake complex and timely 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 goods and services on behalf of other federal government institutions to assist the Government of Canada fulfill its in-kind aid contributions worldwide.

2. Organizational Structure

The *Access to Information Act* is administered by the Corporation's Legal Services division. Legal Services is responsible for responding to all requests submitted to CCC under the Act, developing internal policies and procedures, providing training and awareness to all staff, and ensuring compliance with the Act, its regulations and related policy instruments.

The role of CCC's ATIP Coordinator is assigned to the Vice President of Legal Services who is a member of the Corporation's executive committee and reports directly to the President. Legal Services has one full time law clerk dedicated to carrying out all access to information and privacy activities, including processing requests. The position is supported by other legal counsel and an administrative assistant as needed. During the 2017-2018 reporting period, CCC also hired an ATIP consultant for seven months to process voluminous and overdue requests.

3. Delegation Order

For the purposes of section 3 of the *Access to Information Act*, the President of CCC is 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 all of his powers, duties and functions under the Act 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. Highlights of the Statistical Report, 2017-2018

During this reporting period, CCC processed a total of thirteen requests for information under the *Access to Information Act*. Of these requests, ten were formal requests received by CCC and three were consultations received from other government institutions. In addition, CCC also processed four informal requests for information.

A copy of the Statistical Report on the *Access to Information Act* that was submitted to the Treasury Board of Canada, is attached as Annex B.

Formal Requests

After receiving a higher number than normal of requests in the two previous reporting periods, CCC received nine new formal requests during 2017-2018 and also processed an additional five requests that were carried over from 2016-2017. Of these, ten requests were closed and four were carried forward to the next reporting period.

Of the ten formal requests that CCC closed during 2017-2018, extensions of the statutory due date to respond to them was taken on eight of them. Most of the extensions were the result of consultations required with other government institutions and third parties.

Although CCC closed a significantly lower number of formal requests in 2017-2018 than in the previous reporting period, the total number of pages that were processed in relation to those closed requests was significantly higher. CCC processed a total of 10,882 pages, compared to 2,426 pages reported in 2016-2017.

CCC had five deemed refusal requests during the 2017-2018 reporting period, however, all these have been closed. The primary reason for not meeting the statutory deadlines on these five requests,was the workload and external consultations associated with them.

Due to the nature of CCC's activities involving contractual negotiations between foreign governments and Canadian exporters, CCC frequently applies exemptions under section 15 and section 20 of the Act in order to protect international affairs and the commercial interests of third parties.

Consultation Requests

CCC received one new consultation request from another government organization. It also processed two additional consultation requests carried forward from the previous reporting period. All three consultations were closed during the 2017-2018 reporting period.

5. Training

During this reporting period, CCC provided mandatory ATIP training for all management. The training was provided with respect to updates to CCC's ATIP processing procedures and on how to identify information that may be exempted under the Act. There were 22 employees that participated in the training. CCC also offers informal training throughout the year as needed.

6. Policy, Guidelines and Procedures

During this reporting period, CCC implemented a new procedure for processing requests under the *Access to Information Act*. This procedure is intended to complement its *Access to Information Policy* that was approved in the previous reporting period.

7. Complaints and Investigations

During this reporting period, CCC received five new complaints which were submitted to the Office of the Information Commissioner (OIC) and three complaints were closed. Two of the closed complaints were investigated with one deemed not well-founded and the other deemed well-founded. The third complaint that was closed, was one received during the 2014-2015 reporting period and was discontinued.

CCC still has ten complaints remaining to be resolved with the Office of the Information Commissioner (OIC) that have been carried forward to the 2018-2019 reporting period.

8. Time Monitoring to Process Requests

CCC ATIP employees monitor and track the time taken to process access to information requests in an excel database and report their findings in the annual Statistical Report to TBS.

CCC
Canadian Commercial Corporation
Corporation Commerciale Canadienne

ANNEX A

Delegation Order

The President and Chief Executive Officer of the Canadian Commercial Corporation, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President and Chief Executive Officer as the head of the Canadian Commercial Corporation, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Ottawa, this 20th day of April, 2015

Arrêté de délégation

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président et Chef de la direction de la Corporation Commerciale Canadienne délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de la Corporation Commerciale Canadienne, investi par les dispositions de la Loi ou de son règlement mentionnées dans l'annexe en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Fait à la ville d'Ottawa, le 20e jour d'avril 2015

Martin Zablocki
President and Chief Executive Officer / Président et Chef de la direction

CCC
Canadian Commercial Corporation
Corporation Commerciale Canadienne

Schedule / Annexe

Position / Poste	*Access to Information Act* and Regulations / *Loi sur l'accès à l'information et Règlement*	*Privacy Act* and Regulations / *Loi sur la protection des renseignements personnels et Règlement*
Vice-President Legal Services, General Counsel and Corporate Secretary / Vice-présidente Services juridiques, avocate générale et secrétaire de la Corporation	Full authority / Autorité absolue	Full authority / Autorité absolue

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Canadian Commercial Corporation (CCC)

Reporting period: 2017-04-01 to 2018-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	9
Outstanding from previous reporting period	5
Total	14
Closed during reporting period	10
Carried over to next reporting period	4

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	0
Organization	1
Public	3
Decline to Identify	3
Total	9

1.3 Informal 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
4	0	0	0	0	0	0	4

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							
	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	1	0	1	0	0	0	0	2
Disclosed in part	0	0	1	0	1	1	4	7
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	0	2	0	1	1	4	10

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	2	16(2)	2	18(a)	3	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)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	6
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	5
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	3
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)	6	22.1(1)	0
15(1) - I.A.*	4	16.2(1)	0	20(1)(a)	1	23	3
15(1) - Def.*	1	16.3	0	20(1)(b)	4	24(1)	0
15(1) - S.A.*	1	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)	1		
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)	1
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	1	1	0
Disclosed in part	1	6	0
Total	2	7	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	54	54	2
Disclosed in part	10828	3906	7
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Disposition	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	2	54	0	0	0	0	0	0	0	0
Disclosed in part	1	2	4	1013	0	0	1	2489	1	402
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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	3	56	4	1013	0	0	1	2489	1	402

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	7	0	0	2	9
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	8	0	0	2	10

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	3	2	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	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	2	2
More than 365 days	0	1	1
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	1	0
Disclosed in part	3	0	4	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	3	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	2	0
181 to 365 days	1	0	1	0
365 days or more	2	0	0	0
Total	3	0	5	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	8	$40	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	8	$40	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	1	3	0	0
Outstanding from the previous reporting period	2	212	0	0
Total	3	215	0	0
Closed during the reporting period	3	215	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							
	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
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	1	1	0	0	1	0	0	3
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	1	1	0	0	1	0	0	3

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	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
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

	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Number of Days	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

	Fewer Than 100 Pages Processed		101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Number of Days	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
5	8	3	16

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		$79,652
Overtime		$0
Goods and Services		$92,794
• Professional services contracts	$87,801	
• Other	$4,993	
Total		**$172,446**

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.90
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.58
Students	0.00
Total	1.48

Note: Enter values to two decimal places.