



Annual Report to Parliament

Access to Information Act

April 1, 2010 – March 31, 2011

Canadian Commercial Corporation

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1. Introduction

The *Access to Information Act* took effect on July 1, 1983. As awareness of the Canadian Commercial Corporation and its mandate increases, we expect a rise in Access to Information requests.

As a Crown corporation reporting to Parliament, CCC has a clear mandate to facilitate international trade by helping Canadian exporters' access markets abroad and help foreign buyers obtain goods and services from Canada. CCC provides high-quality procurement and contracting services for the benefit of Canadian exporters, allowing them to access markets where risk, transparency and competitiveness require a government-to-government arrangement. CCC acts as an instrument in trade promotion, helping Canadian companies achieve export sales on improved terms through CCC's unique ability to mitigate contract risk and its specialized knowledge in international contracting and procurement.

CCC works closely with many other federal institutions and levels of government as well as private-sector stakeholders to support and advance Canada's exporting businesses.

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 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*.

2. Structure

The administration of the *Access to Information Act*, which due to the size of the Corporation (under 150 employees), is a function assumed by the Legal Services Unit. The Vice-President, Legal Services and General Counsel is a member of the Corporation's executive committee and is the Access to Information and Privacy Coordinator. Two staff from the Legal Services Unit support the Access to Information and Privacy Coordinator.

The Coordinator ensures compliance by the Corporation of the *Access to Information Act*, 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 has received over the past several years has been consistently low. However, in the 2010-11 fiscal year CCC saw a rise in requests. In 2010- 2011, CCC received six (6) requests under the *Access to Information Act*, of which five (5) were fully disclosed and one (1) carried forward to the next reporting period. All requests were completed within the 30 day timeframe except for one request which required three extensions (of 30 days each) as the request was quite extensive with many records meeting the identified criteria dating back over 20 years. It also contained third party information for which consent for disclosure was sought with the United States military. CCC also responded to six (6) consultations where information requested from another government department was relevant to CCC. No requests were transferred to or from CCC.

The statistical report is attached for your information and has been forwarded to the Treasury Board of Canada.

Where information was disclosed, photocopies of documents were provided and for one request the information was provided in CD format. The net fees collected by CCC totaled \$300.50 CAD comprised of \$20.00 CAD in application fees and 280.50 CAD in preparation fees. One preparation fee of \$80.00 CAD was waived. The CCC costs associated with the administration of the *Access to Information Act* totaled \$14, 259.24 CAD comprised of \$13, 978.74 CAD in salary and 280.50 in administration costs. There was significant time involved in preparation of the mandatory reports for Access to Information and Privacy.

5. Training

The Canadian Commercial Corporation provided a "Lunch and Learn" course to employees on the *Access to Information Act*. It was an introductory course with a focus on the basic concepts of the *Act*. The course was highly interactive and included hypothetical scenarios. This course was extremely successful and further sessions are planned for the future.

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 was notified of one (1) complaint that was sent to the Office of the Information Commissioner in which the requestor claimed that CCC was withholding records pertaining to the request. The complaint was premature as CCC had not completed its internal investigation of all of its files when the complaint was filed. After third party consultation and significant search and preparation, all records relating to the request were provided to the requestor without any redactions.



REPORT ON THE ACCESS TO INFORMATION ACT / RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution Canadian Commercial Corporation				Reporting period / Période visée par le rapport April 1, 2010 to March 31, 2011	
Source	Media / Médias 1	Academia / Secteur universitaire 0	Business / Secteur commercial 2	Organization / Organisme 0	Public 3

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information

Received during reporting period / Reçus pendant la période visée par le rapport	6
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	6
Completed during reporting period / Traitées pendant la période visées par le rapport	5
Carried forward / Reportées	1

II Disposition of requests completed / Disposition à l'égard des demandes traitées

1. All disclosed / Communication totale	5	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	0	7. Abandoned by applicant / Abandon de la demande	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL	5
5. Transferred / Transmission	0		

III Exemptions Invoked / Exceptions invoquées

S. Art. 13(1)(a)	0	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	0
(b)	0	(b)	0	(c)	0	(b)	0
(c)	0	(c)	0	(d)	0	(c)	0
(d)	0	(d)	0	S. Art. 19(1)	0	(d)	0
S. Art. 14	0	S. Art. 16(2)	0	S. Art. 20(1)(a)	0	S. Art. 22	0
S. 15(1) Art. International rel. / Relations intern.	0	S. Art. 16(3)	0	(b)	0	S. Art. 23	0
Defence / Défense	0	S. Art. 17	0	(c)	0	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	0	S. Art. 26	0

IV Exclusions cited / Exclusions citées

S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	4
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	1

VI Extensions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	0	0
Third party / Tiers	0	1
TOTAL	0	1

VII Translations / Traduction

Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	5
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Fees / Frais

Net fees collected / Frais net perçus			
Application fees / Frais de la demande	\$20.00	Preparation / Préparation	280.50
Reproduction	0	Computer processing / Traitement informatique	0
Searching / Recherche	0	TOTAL	300.50
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins	0	0	0.00
Over \$25.00 / De plus de 25 \$	1	1	80.00

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 13,978.74
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 280.50
TOTAL	\$ 14,259.24
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.14



APPENDIX B - 1

Additional Reporting Requirements – *Access to Information Act*

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the *Access to Information Act*", institutions are required to report on the following using this form:

Part III – Exemptions invoked

Paragraph 13(1)(e): 0

Subsection 16.1(1)(a): 0

Subsection 16.1(1)(b): 0

Subsection 16.1(1)(c): 0

Subsection 16.1(1)(d): 0

Subsection 16.2(1): 0

Subsection 16.3 : 0

Subsection 16.4(1)(a): 0

Subsection 16.4(1)(b): 0

Subsection 16.5 : 0

Subsection 18.1(1)(a): 0

Subsection 18.1(1)(b): 0

Subsection 18.1(1)(c): 0

Subsection 18.1(1)(d): 0

Subsection 20(1)(b.1): 0

Subsection 20.1: 0

Subsection 20.2: 0

Subsection 20.4: 0

Subsection 22.1(1): 0

Part IV – Exclusions cited

Subsection 68.1: 0

Subsection 68.2(a): 0

Subsection 68.2(b) : 0

Subsection 69.1(1): 0

Note: If your institution did not invoke any exemptions or cite any exclusions noted above during the reporting period, this must be stated explicitly.

Canadian Commercial Corporation did not invoke any exemptions or cite any exclusions noted above during the reporting period.