

# **Canadian Commercial Corporation**

## **Annual Report to Parliament on *Access to Information Act***

**April 1, 2013 – March 31, 2014**

### **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*.

A Crown corporation of the Government of Canada, the Canadian Commercial Corporation (CCC) 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 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 puts 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 and General Counsel is a member of the Corporation's executive committee and is the Access to Information and Privacy Coordinator. Two (2) administrative people from Legal Services support this position.

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 has received has more than doubled over the past year. In the fiscal year 2013-2014, CCC received twenty-two (22) requests under the *Access to Information Act*, of which two (2) were fully disclosed, ten (10) were partially disclosed and for five (5) requests no records existed. Five (5) requests are being carried over to the next reporting period. Ten (10) requests were completed within the 30 day timeframe, seven (7) required consultations with other government departments. CCC also responded to twenty-six (26) consultations where information requested from another government department was relevant to CCC. CCC received ten (10) informal requests. 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 or a CD was provided with electronic records. The net fees collected by CCC totaled \$375.00 CAD comprised of \$95.00 CAD in application fees and \$280.00 CAD in programming fees. The CCC costs associated with the administration of the *Access to Information Act* totaled \$37,010.00 CAD comprised of \$36,635.00 CAD in salary and \$375.00 in administration costs.

### **5. Training**

The Canadian Commercial Corporation provided two (2) "Lunch and Learn" session to employees on the *Access to Information Act*. It was a beginner session with a focus on the basic aspects of the *Act*. As most of our Lunch and Learn sessions are largely interactive, a small group of 12 staff members participated on a first come first served basis. This session 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 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: 4/1/2013 to 31-Mar-14

### PART 1 – Requests under the Access to Information Act

#### 1.1 Number of Requests

	Number of Requests
Received during reporting period	22
Outstanding from previous reporting period	0
<b>Total</b>	<b>22</b>
Closed during reporting period	17
Carried over to next reporting period	5

#### 1.2 Sources of requests

Source	Number of Requests
Media	11
Academia	0
Business (Private Sector)	0
Organization	2
Public	9
<b>Total</b>	<b>22</b>

### 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	0	2	0	0	0	0	0	2
Disclosed in part	0	3	0	2	2	3	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	0	5	0	0	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>17</b>

## 2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	8	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	3	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	6
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	6
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	6
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	3
15(1) - I.A.*	7	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	2	16.2(1)	0	19(1)	7	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	2
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	5	24(1)	2
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	2		
16(1)(b)	0	17	0	20(1)(d)	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)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	2	0	0
Disclosed in part	6	4	0
<b>Total</b>	<b>8</b>	<b>4</b>	<b>0</b>

## 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	55	55	2
Disclosed in part	10,436	2,239	10
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	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	2	55	0	0	0	0	0	0	0	0
Disclosed in part	4	73	2	481	1	151	3	1534	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
Abandoned	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>6</b>	<b>128</b>	<b>2</b>	<b>481</b>	<b>1</b>	<b>151</b>	<b>3</b>	<b>1534</b>	<b>0</b>	<b>0</b>

## 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	7	0	0	0	7
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

## 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
0	0	0	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	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	3	0	7	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
<b>Total</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>0</b>

### 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	3	0	2	0
61 to 120 days	0	0	2	0
121 to 180 days	0	0	3	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>0</b>

## PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	19	\$95	3	\$15
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	1	\$280	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	<b>20</b>	<b>\$375</b>	<b>3</b>	<b>\$15</b>

## PART 5 – Consultations received from other institutions and organizations

### 5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	26	503	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>26</b>	<b>503</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	26	503	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 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	than 365 days	
Disclose entirely	0	3	0	0	0	0	0	3
Disclose in part	0	23	0	0	0	0	0	23
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
<b>Total</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>

### 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	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

### PART 7 – Resources related to the Access to Information Act

#### 7.1 Costs

Expenditures		Amount
Salaries		\$34,196
Overtime		\$2,439
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$36,635</b>



## 7.2 Human Resources

<b>Resources</b>	<b>Dedicated full-time to ATI activities</b>	<b>Dedicated part-time to ATI activities</b>	<b>Total</b>
Full-time employees	0.00	3.00	3.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
<b>Total</b>	0.00	3.00	3.00

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Canadian Commercial Corporation	10

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Canadian Commercial Corporation	nil

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

	Fewer Than 100	101-500	501-1,000	1,001-5,000	More Than 5,000
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