

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 the 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.