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Annual Report on the *Access to Information Act*

2022-2023



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Introduction

The *Access to Information Act* (the *Act* or the *ATI Act*) came into force on July 1, 1983. The *ATI Act* gives Canadian citizens, permanent residents, and any person or corporation present in Canada a right to access records of federal government institutions. The *Act* complements other policies and procedures intended to make government information publicly available, such as open government initiatives and proactive disclosure of travel and hospitality expenses, contracts, and other frequently requested information.

Section 94 of the *Act* requires every head of a federal government institution to submit a report to Parliament on the administration of the *Act* within their institution during the fiscal year. This report presents an overview of the *Access to Information Act* activities carried out within the Standards Council of Canada (SCC) during the reporting period of April 1, 2022, to March 31, 2023.

SCC is a Crown corporation established by an act of Parliament in 1970 to foster and promote voluntary standardization in Canada. It is independent of the government in its policies and operations, although it is partially financed by parliamentary appropriations.

The mandate of SCC is to:

- promote the participation of Canadians both in voluntary standards activities and in public-private sector cooperation in relation to voluntary standardization in Canada;
- coordinate and oversee the efforts of the persons and organizations involved in Canadian goods and services through standards-related activities;
- develop standards-related strategies and long-term objectives.

Further, SCC promotes efficient and effective voluntary standardization in Canada to advance the national economy, support sustainable development, benefit the health, safety and welfare of workers and the public, assist and protect consumers, and facilitate domestic and international trade.

Organizational Structure

The ATIP Division is part of the Corporate Services Branch and is the central coordinating body for all access to information and privacy (ATIP) responsibilities of SCC. It processes all requests received by SCC under the *ATI Act* and the *Privacy Act*. Also, it directs all administration, application and promotion of ATIP activities within SCC. It provides advice to senior management on the implementation of the statutes and prepares reports to Parliament, the Treasury Board of Canada Secretariat and senior management. The ATIP Division represents SCC in complaints and investigations conducted by the Office of the Information Commissioner of Canada (OIC) and by the Office of the Privacy Commissioner of Canada (OPC), and in any Federal Court applications arising from ATIP matters.

The ATIP Division is comprised of a single full-time employee, SCC's Program Manager, ATIP. The Program Manager, ATIP, fully supports and develops all aspects of the ATIP program and is SCC's ATIP Coordinator.

Delegation Order

Decision-making responsibility for the application of the various provisions of the *ATI Act* has been formally established and is outlined in the Delegation of Authority instrument. The current delegation order was approved by SCC’s Chief Executive Officer on July 7, 2021. A copy of the delegation order pertaining to the *ATI Act* can be found in Appendix B of this report.

This delegation order instrument provides full delegated authority under the *ATI Act* and *Privacy Act* to the Vice-President, Corporate Services and CFO, the Senior Director, Corporate Planning, Finance and Administration and the Program Manager, Access to Information and Privacy (ATIP).

Highlights of the Statistical Report 2022-2023

SCC’s Statistical Report on the *ATI Act* is included in Appendix A of this report.

Between April 1, 2022, and March 31, 2023, SCC received 9 requests under the *ATI Act*. There was 1 request carried forward from the 2021–2022 reporting period, for a total of 10 active requests in the 2022–2023 reporting period. Of the 10 active requests, a total of 5 requests were completed, and 5 requests received during 2022-2023 was carried forward to the next reporting period.

Figure 1 is a breakdown of the sources of access to information requests received during 2022–2023:

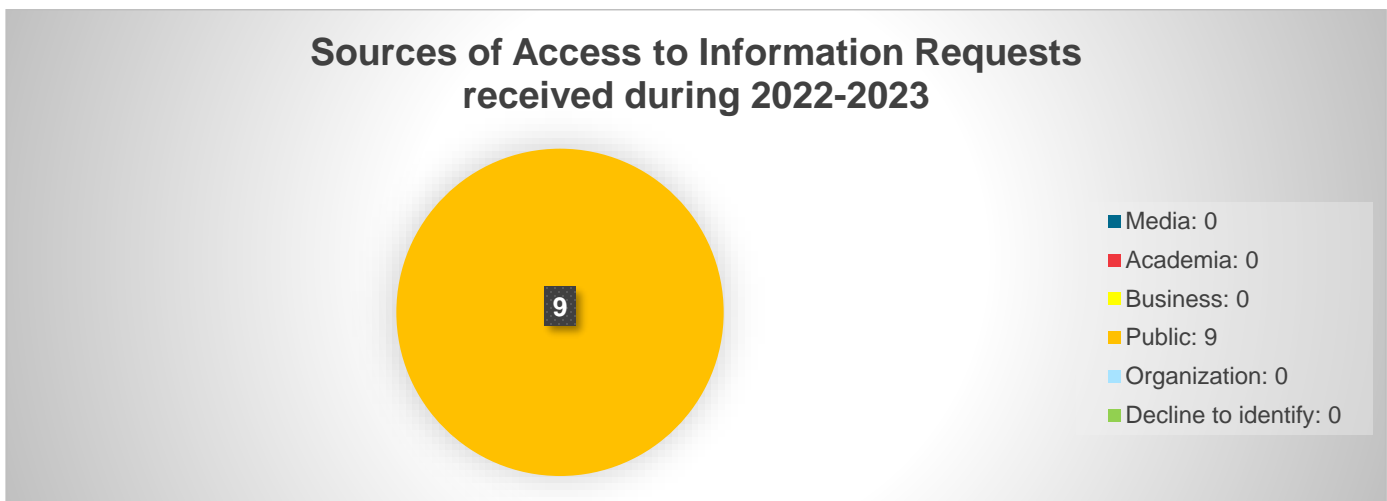


Figure 1

Figure 2 displays the number of access to information requests that were received by SCC from April 1st, 2017, to March 31st, 2023.

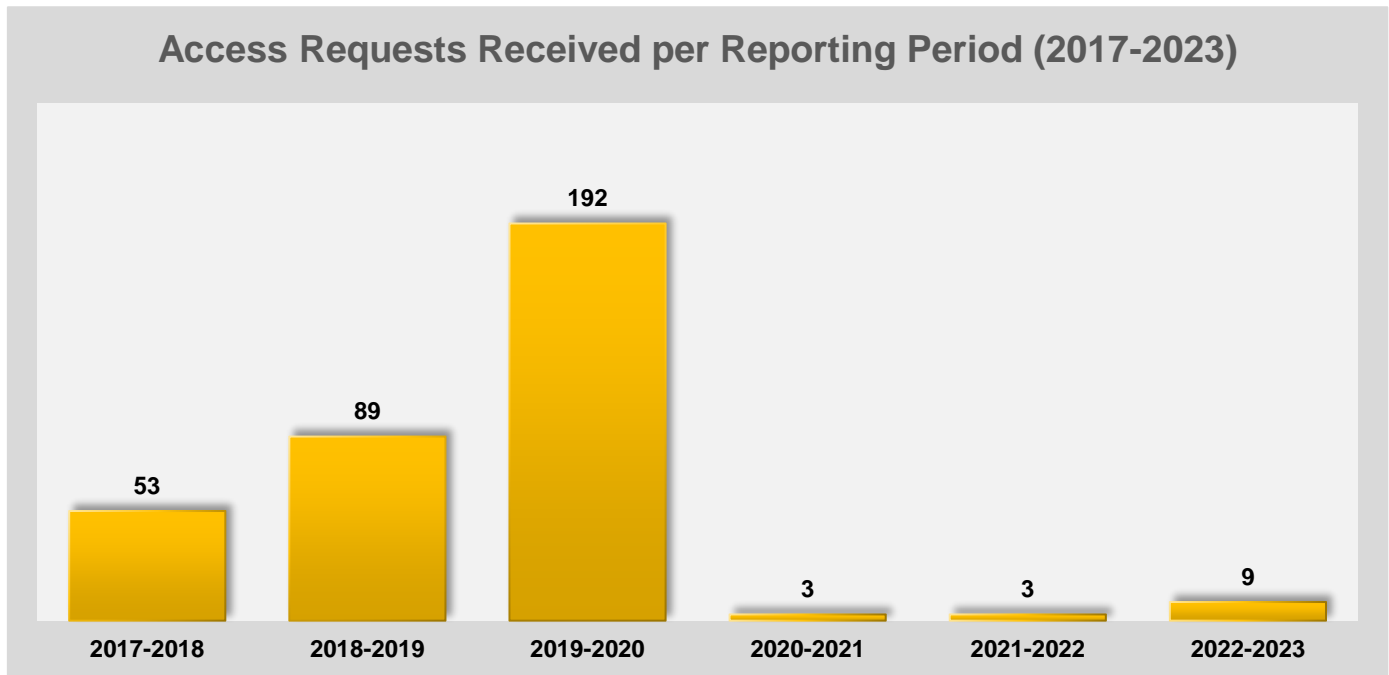


Figure 2

The noted decrease in the number of requests received during the present reporting year and the two previous reporting year compared to the previous years from 2017-2018 to 2019-2020 can be explained by a change in practice to divide requests spanning over multiple months into multiple requests. For example, if a request had a timeframe spanning over two years, it was divided into twenty-four individual requests, each spanning one month. This practice resulted in an artificial inflation of the number of requests received by SCC during said previous reporting periods. This practice is no longer employed by SCC. If the requests received during said previous reporting years had not been divided in this way, the SCC would have reported seven requests for the year 2017-2018, nine requests for the year 2018-2019, and eight requests for the year 2019-2020. Therefore, the nine requests received during the present reporting year and the two previous ones mark a return to the norm for SCC. Further, it seems that the number of requests received during the present reporting period is more in line with the numbers from the pre-pandemic reporting years (before 2020-2021).

Figure 3 displays the number of pages processed by SCC in response to requests under the *ATI Act* from April 1st, 2017, to March 31st, 2023.

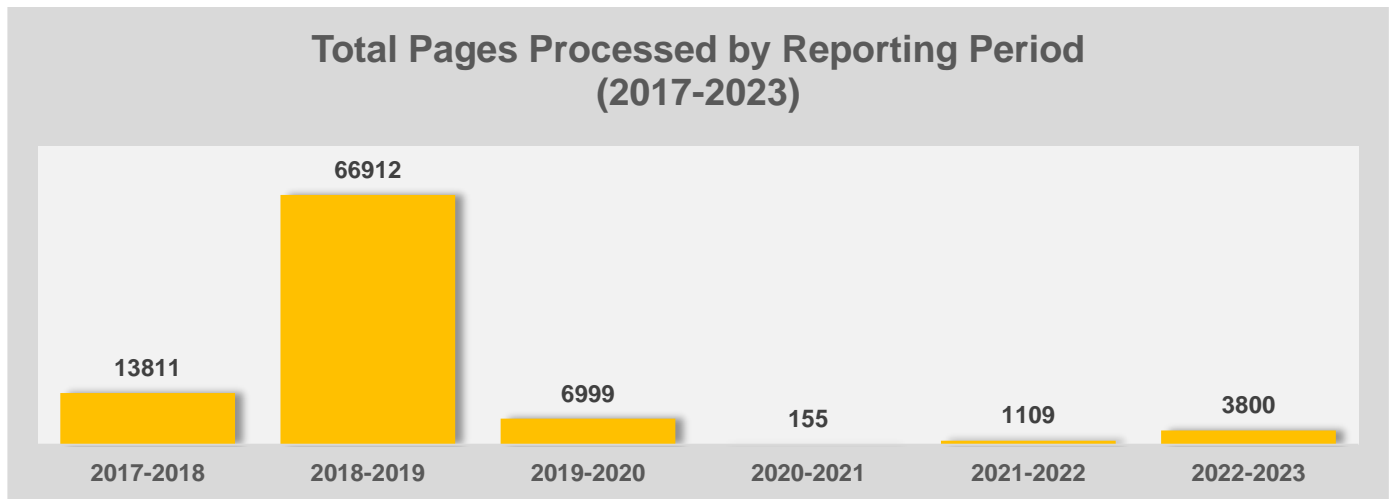


Figure 3

During the 2022–2023 reporting period, 3800 pages of records were processed in response to formal requests. This number of pages represent an increase of nearly 350% compared with the previous reporting year. The relatively low number of pages compared to pre-pandemic reporting years (2017-2020) can be explained by efforts made to better delineate requests received and discounting duplicate pages. Therefore, the number of pages processed this year represents a return to the norm for SCC.

Exemptions and Exclusions

The *ATI Act* prescribes several exemptions and exclusions that allow or require SCC to refuse to disclose certain types of information. The three exemptions mostly invoked by SCC in 2022–2023 were for Advice, etc. (section 21), Personal information (section 19) and Protected information (section 23).

Disposition and Completion Time

The five requests closed during the 2022-2023 reporting period were completed within the following timeframes:

- 3 within 16 to 30 days (**60%**);
- 1 within 121 to 180 days (**20%**);
- 1 more than 365 days (**20%**).

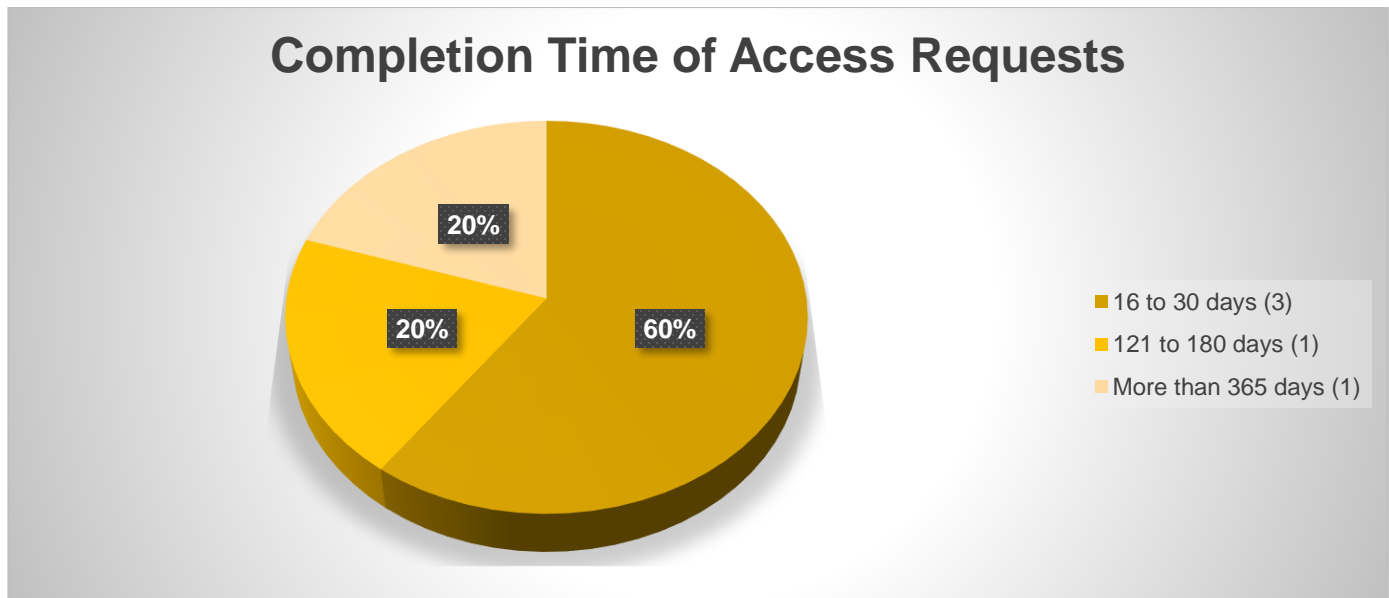


Figure 4

A total of 80% on-time compliance level was achieved during the reporting period. This result is explained by the small number of requests completed and the fact that one request was not completed within the legislated timeline as per the findings of the OIC. For more details on this, see “Complaints and Investigations” section of this report.

Of the five requests completed during the 2022-2023 reporting period, there were two requests for which the records were “all disclosed” (40%), and three requests were disclosed in part (60%).

Extension of Time Limits

Section 9 of the *ATI Act* allows government institutions to extend the deadline for responding to a request if the request requires the institution to search large number of records, to consult with other government institutions, or to communicate with third parties.

Of the five requests completed during 2022–2023, three requests were completed within the initial 30 days deadline and did not require an extension. The other two requests required an extension past the original deadline of 30 days pursuant to paragraphs 9(1)(a), 9(1)(b) and/or, 9(1)(c) of the *Act*. The time extension taken for both said requests was for a period over 120 days.

Complexity of Files

Amongst the requests completed during 2022-2023, two were considered complex due to consultations required with third-party organizations, the need to seek legal advice and the fact that one of the requests was related to a high-profile subject matter.

Consultations received by SCC

As an integral part of the Treasury Board of Canada Secretariat’s processing procedures, other government institutions are consulted if access to information requests contain issues of interest to them. Although formal consultations are undertaken in writing, additional discussions between ATIP offices are initiated as required to facilitate the completion of each case. Consultations are also regularly undertaken with third parties and other levels of government.

In 2022–2023, SCC received six consultation requests from other federal government institutions.

Figure 5 below displays the total number of access to information consultations that were received by SCC from 2017–2018 to 2022–2023.

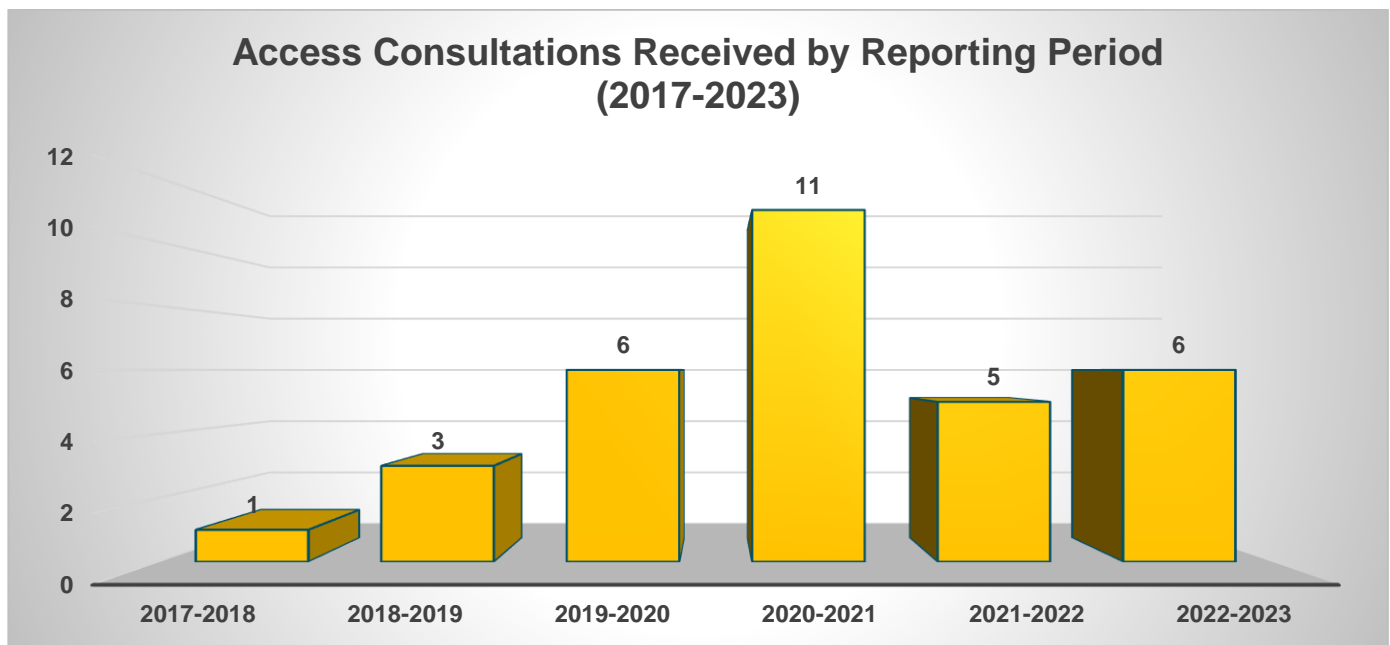


Figure 5

Informal Requests

A summary list of completed access to information requests is published on the Open Government Registry every month. Between April 1, 2022, and March 31, 2023, SCC received two informal request for information for previously released access to information packages.

Fees

In the 2022–2023 reporting period, a total of \$35.00 was collected as application fees pursuant to the *ATI Act*.

Costs

The total salary costs associated with the administration of the *ATI Act* activities amounted to \$91 800.00 for this reporting period. Spending of \$1 148 was associated to the cost of acquiring a redaction tool for ATIP requests.

The human resources required to administer the *ATI Act* amounted to 0.9 full-time equivalents (FTEs).

Impact of COVID-19-Related Measures

The COVID-19-related measures did not have a significant impact on the ability of SCC to fulfill its obligation under the *Act*. SCC developed mitigation measures to be able to fulfill its obligations such as the use of VPN enabling employees to work remotely. The ATIP Division also favors the use of electronic means to communicate with requesters and respond to requests.

Training Activities and Initiatives

The ATIP Division provides daily advice to SCC's staff on the processing of access to information requests as well as the interpretation of the *ATI Act*, and of the *Privacy Act*, to ensure the efficient and consistent processing of all requests received by SCC.

As part of SCC's onboarding process, the ATIP Division provides training session on an ongoing basis to all new SCC's employees, including both staff and executive. There were twenty new employees who received this training during the present reporting year. As well, a presentation on privacy requirements for collecting personal information was given to an all-staff meeting including over 120 employees.

To improve access to information within SCC, several initiatives have been launched. To facilitate request making, SCC has onboarded ATIP Online, the Government of Canada new service to submit ATIP request online. This enables requesters to submit requests electronically and pay for application fee online. SCC has also onboarded the Open Government Registry, an online platform that enables SCC to post summary of completed ATIP requests. To improve processing records responsive to requests, SCC has acquired a new software enabling, amongst others, a better triage of duplicate records.

Policies, Guidelines, Procedures and Monitoring

Policies and Guidelines

SCC generally relies on the access to information policies and guidelines developed internally and by the Treasury Board of Canada's Secretariat. However, during the present reporting year, SCC's ATIP Division began work on developing SCC's own Access to Information Policy. SCC will be finalizing and implementing said policy in the current reporting year. Since this new policy closely follows the policies and guidelines developed by the Treasury Board of Canada's Secretariat, no issues were raised to the OPC, the OIC, or other Agents of Parliament (e.g., Auditor General).

Monitoring

The SCC ATIP Division regularly monitors the timeliness and trends associated with the processing of requests through ongoing communication with branch and directorate liaison contacts. During the review process of requests, SCC evaluates records that need to be sent for consultation with other federal institutions. Consultation with other federal institutions is done when it is required for the proper exercise of discretion or when there is an intention to disclose records.

Publicly Accessible Information and Inquiry Points

Info Source is a series of publications containing information on the Government of Canada and on the Government's data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Privacy Act* and *ATI Act*.

For the purposes of Part 2 of the *ATI Act* on the Proactive Publication of Information, SCC is a government institution. SCC's comprehensive website provides information on SCC's policies, its organizational structure, and the means to contact SCC's officials. SCC's website also allows access to internal evaluations and audits, as well as information on travel and hospitality expenses. For more information related to this visit: <https://www.scc.ca/en/about-scc/transparency>.

To facilitate public access to information and to comply with the *ATI Act*, and with the *Privacy Act*, SCC has a room designated as a public reading room. The room is located on the 6th floor, 55 Metcalfe Street, Ottawa, Ontario.

Complaints and Investigations

During the 2022–2023 reporting period, SCC received one Initial Report from the OIC for a complaint that was received during the previous reporting period and regarding a time extension claimed. The OIC's finding is that SCC claimed the time extension past the initial 30 days statutory timeline and therefore failed to respond on time. SCC has been fully cooperative with the OIC during the investigation.

Appendix A: Statistical Report

Statistical Report on the Access to Information Act

Name of institution: Standards Council of Canada

Reporting period: 2022-04-01 to 2023-03-31

Section 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 periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		10
Closed during reporting period		5
Carried over to next reporting period		5
• Carried over within legislated timeline	5	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

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

1.3 Channels of requests

Source	Number of Requests
Online	2
E-mail	6
Mail	1
In person	0
Phone	0
Fax	0
Total	9

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		2

Closed during reporting period	0
Carried over to next reporting period	2

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	2

2.3 Completion time of informal 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	
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	1	0	0	1	0	1	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	3	0	0	1	0	1	5

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	0	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
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)	4	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	3
15(1) - Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	5	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3800	3800	5

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	2	2	0	0	0	0	0	0	0	0
Disclosed in part	1	1	1	257	0	0	1	3540	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
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	3	3	1	257	0	0	1	3540	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0

Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	1	2	1	4
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0

Total	1	2	1	4
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4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	4
Percentage of requests closed within legislated timelines (%)	80

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
1	0	0	0	1

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline 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	1	1
More than 365 days	0	0	0
Total	0	1	1

4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	2	0	1	2

All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	2	0	1	2

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	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	0	0
61 to 120 days	1	0	0	1
121 to 180 days	0	0	0	0
181 to 365 days	1	0	1	1
365 days or more	0	0	0	0
Total	2	0	1	2

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	7	\$35,00	2	\$10,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	7	\$35,00	2	\$10,00	0	\$0,00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	6	68	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	6	68	0	0
Closed during the reporting period	6	68	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada 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	More Than 365 Days	
Disclose entirely	0	4	0	0	0	0	0	4
Disclose in part	0	2	0	0	0	0	0	2
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	6	0	0	0	0	0	6

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	More Than 365 Days	
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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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
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

8.2 Requests with Privy Council Office

	Fewer Than 100 Pages Processed	100-500 Pages Processed	501-1000 Pages Processed	1001-5000 Pages Processed	More Than 5000 Pages Processed
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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

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
1	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures	Amount
Salaries	\$91 800
Overtime	\$0
Goods and Services	\$1 148
• Professional services contracts	\$0
• Other	\$1 148

Total	\$92 948
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11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,900
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,900

Note: Enter values to three decimal places.

Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Name of institution: Standards Council of Canada

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	8

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	52	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	52	0	0	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	5	0	5
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	5	0	5

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Privacy Act

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0	Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the <i>Privacy Act</i>
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Appendix B: Delegation Order Instrument



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scc.ca

July 7, 2021

Re: Delegation of Authority under the Access to Information Act and the Privacy Act

The Chief Executive Officer (CEO) of the Standards Council of Canada (SCC), pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the table hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the CEO as the head of a government institution.

Table of Delegated Authority		
Position	<i>Access to Information Act and Regulations</i>	<i>Privacy Act and Regulations</i>
Vice-President, Corporate Services and Chief Financial Officer	Full authority	Full authority
Senior Director, Corporate Planning, Finance and Administration	Full authority	Full authority
Program Manager, ATIP	Full authority	Full authority



Digitally signed by
Chantal Guay
Date: 2021.07.07
10:25:32 -04'00'

Chantal Guay
Chief Executive Officer, SCC

_____ Date

cc: Colin Clark, Acting Chair, SCC



Standards
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of Canada
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