

scc  ccn

Annual Report on the *Access to Information Act*

2023-2024



Standards
Council
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Table of Contents

Introduction.....	2
Organizational Structure.....	2
Delegation Order.....	3
Highlights of the Statistical Report 2023-2024.....	3
Exemptions and Exclusions.....	5
Disposition and Completion Time	5
Extension of Time Limits.....	5
Complexity of Files	6
Consultations received by SCC	6
Informal Requests.....	6
Fees.....	6
Costs	6
Training Activities and Initiatives.....	7
Policies, Guidelines, Procedures and Monitoring	7
Policies and Guidelines.....	7
Monitoring	7
Publicly Accessible Information and Inquiry Points.....	7
Complaints and Investigations.....	8
Appendix A: Statistical Report.....	9
Appendix B: Delegation Order Instrument	23
Appendix C: Proactive Publication Requirements Table	24

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, 2023, to March 31, 2024.

SCC is a Crown corporation established in 1970 by the Standards Council of Canada Act 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 Office of the CEO 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 (TBS) 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, Access to Information and Privacy (ATIP). The Program Manager, ATIP, fully supports and develops all aspects of the ATIP program and is SCC's ATIP Coordinator.

The ATIP Division works collaboratively with management to fulfill the proactive publication requirements under Part 2 of the ATI Act and oversees its compliance. See Appendix C for details regarding the related requirements applicable to SCC.

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 October 25, 2023. 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 Corporate Secretary and General Counsel and the Program Manager, Access to Information and Privacy (ATIP).

Highlights of the Statistical Report 2023-2024

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

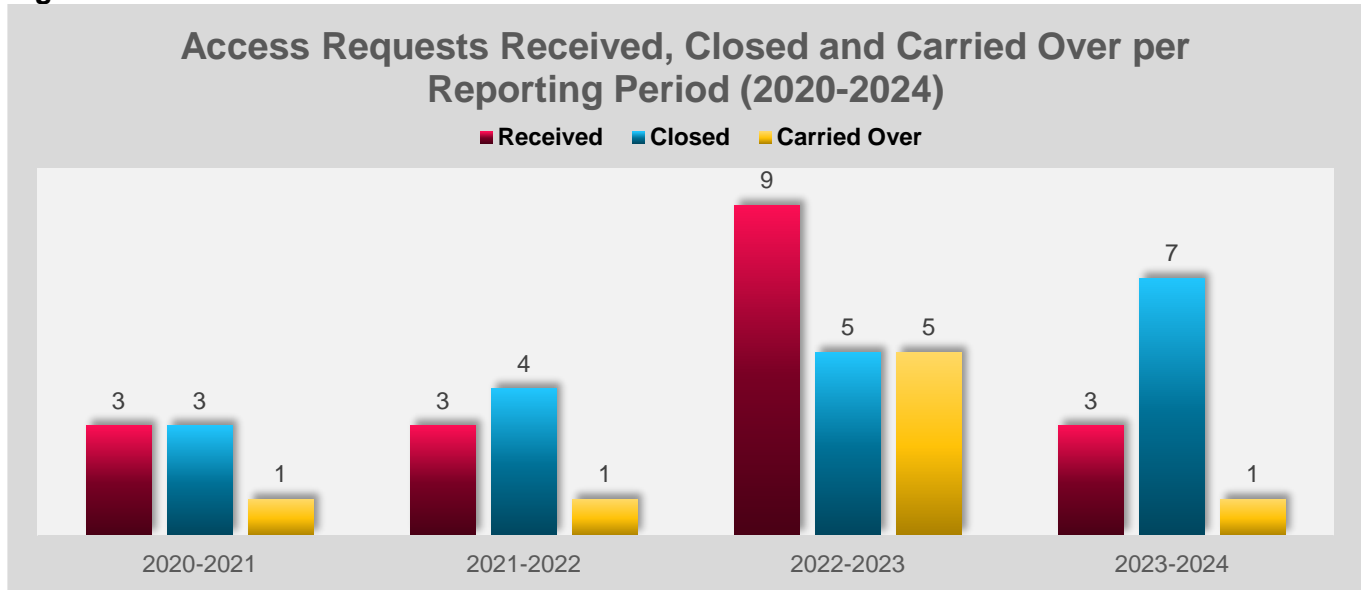
Between April 1, 2023, and March 31, 2024, SCC received 3 formal requests under the ATI Act. There was 5 requests carried forward from the 2022–2023 reporting period, for a total of 8 active requests in the 2023–2024 reporting period. Of the 8 active requests, a total of 7 requests were completed, and 1 request received during 2023-2024 was carried forward to the next reporting period. All active requests from the previous reporting year were closed during the current one. The single request carried forward is within legislated timeline.

While less requests were received (3) compared with the last reporting year (9), however more were closed during the current reporting year, 7 compared to 5 for the last year.

Therefore, the number of requests processed during the present reporting year is comparable with the last reporting year, but slightly higher than 2020-2021 and 2021-2022 reporting years.

Figure 1 illustrates yearly trends in requests received, closed and carried over from April 1st, 2020, to March 31st, 2024.

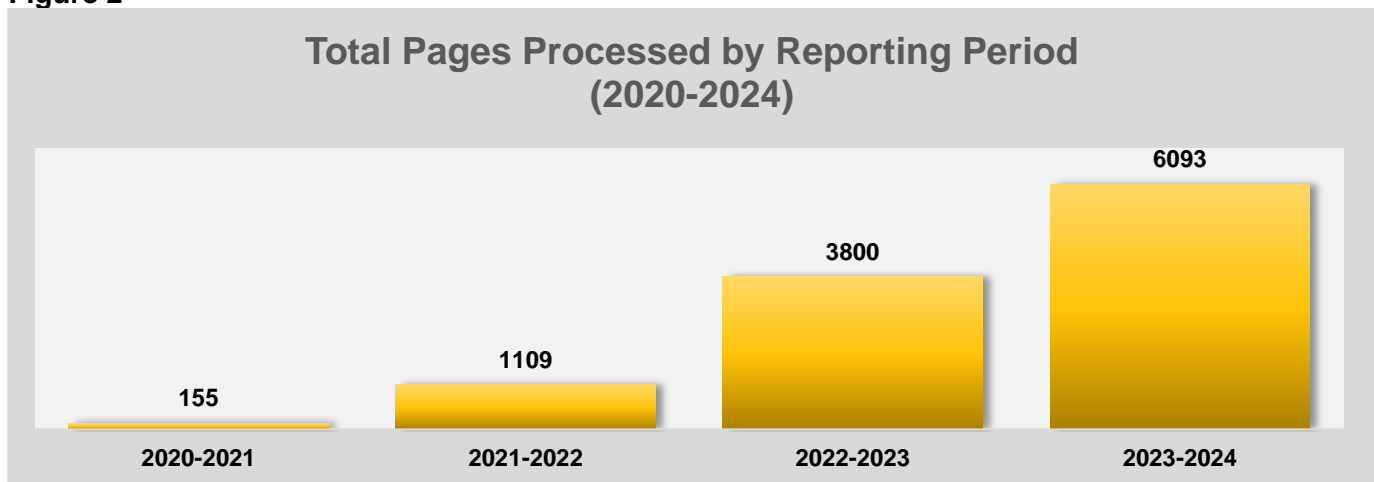
Figure 1



During the 2023–2024 reporting period, 6093 pages of records were processed in response to formal requests. SCC does a preliminary triage of all documents received for each request to exclude duplicate and non-relevant documents from the analysis. Therefore, the number of pages represents mostly pages that are unique. This number of pages is an increase of nearly 60% compared with the previous reporting years. SCC has noticed a steady increase in the number of pages to process over the last 4 years. This can be attributed to the fact that the requests are larger in scope.

Figure 2 displays the number of pages processed by SCC in response to requests under the ATI Act from April 1st, 2020, to March 31st, 2024.

Figure 2



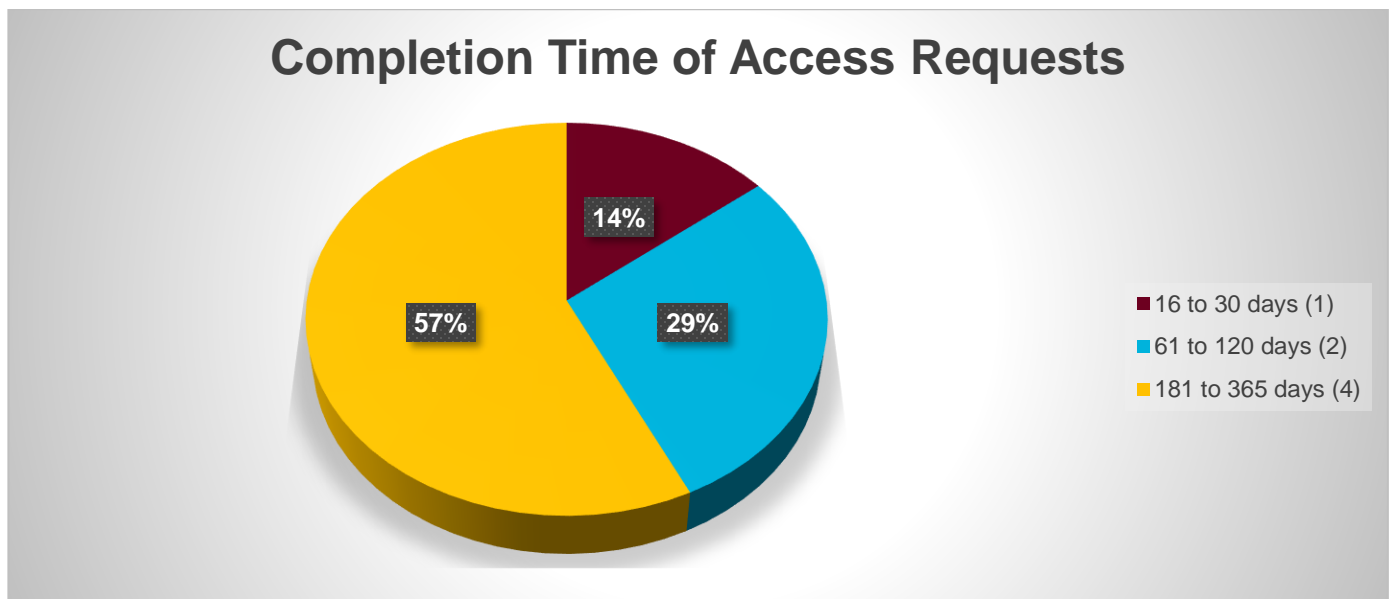
Exemptions and Exclusions

The ATI Act prescribes several exemptions and exclusions that allow or require SCC to refuse to disclose certain types of information. The two exemptions mostly invoked by SCC in 2023–2024 were for personal information (section 19) and third party information (section 20(1)(b)).

Disposition and Completion Time

The 7 requests closed during the 2023-2024 reporting period were completed within the following timeframes:

- 1 within 16 to 30 days (14%);
- 2 within 61 to 120 days (29%);
- 4 within 181 to 365 days (57%).



A total of 100% on-time compliance level was achieved during the reporting period.

Of the 7 requests completed during the 2023-2024 reporting period, there was 1 request for which the response was: “no records exist”, and 6 requests for which the response was: “disclosed in part”.

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 for a large number of records, to consult with other government institutions, or to communicate with third parties.

Of the 7 requests completed during 2023–2024, 1 request was completed within the initial 30 days deadline and did not require an extension. The other 6 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. For 2 requests, the extension required was between 31 to 90 days and 4 requests required an extension between 151 to 365 days.

Complexity of Files

Amongst the requests completed during 2023-2024, more than half were considered complex due either to the fact that consultations were required with third-party organizations or because the requests were related to a high-profile subject matter.

Consultations received by SCC

As an integral part of TBS 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 2023–2024, SCC received 4 consultation requests from other federal government institutions for a total of 4781 pages. The number of pages was disproportionately higher than previous years (68 pages for last reporting year) given that 1 consultation accounted for most of these pages.

The table below displays the total number of access to information consultations that were received by SCC from 2020–2021 to 2023–2024 as well as the total amount of pages for all consultations in a given year.

Reporting year	Number of consultations	Number of pages
2020-2021	11	116
2021-2022	5	204
2022-2023	6	68
2023-2024	4	4781

Informal Requests

A summary list of completed access to information requests is published on the Open Government Registry every month. Between April 1, 2023, and March 31, 2024, SCC completed 2 informal requests for information for previously released access to information packages. This brings the total number of pages re-released for the reporting year to 1326.

Fees

In the 2023–2024 reporting period, a total of \$15.00 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 \$94 590.00 for this reporting period. Spending of \$203 was associated to the cost for updates to the redaction tool used for ATIP requests.

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

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 2 sessions held during the reporting year and 8 employees who received the training.

As part of SCC's initiative to redesign its website, the webpages related to ATIP were also updated to improve the quality of the content as well as clarity.

To assist in compliance with TBS *Directive on Proactive Publication under the Access to Information Act*, the ATIP Division assisted other Branches to onboard and develop processes for the Open Government Registry, an online platform that enables them to post Annual reports and proactive disclosure information.

Policies, Guidelines, Procedures and Monitoring

Policies and Guidelines

SCC generally relies on the access to information policies and guidelines developed internally and by TBS. However, during the present reporting year, SCC's ATIP Division developed an internal Access to Information Policy. Since this new policy closely follows the policies and guidelines developed by TBS, 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://scc-ccn.ca/about-us/public-accountability>.

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 2023–2024 reporting period, SCC received 1 Notice of intention to investigate from the OIC based on a complaint that information was improperly withheld. SCC also received 1 Final report from the OIC for a complaint that was received in a 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. There is no other active complaint.

Appendix A: Statistical Report



Government of Canada
Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Standards Council of Canada

Reporting period: 2023-04-01 to 2024-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		5
• Outstanding from previous reporting period	5	
• Outstanding from more than one reporting period	0	
Total		8
Closed during reporting period		7
Carried over to next reporting period		1
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

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

1.3 Channels of requests

Source	Number of Requests
Online	3
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	3

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		3

Closed during reporting period	2
Carried over to next reporting period	1

2.2 Channels of informal requests

Source	Number of Requests
Online	2
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	3

2.3 Completion time of informal requests

Completion Time							Total
0 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	1	0	1	0	2

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	1	272	0	0	1	1054	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
	0 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	0	0	0	0	0	0	0
Disclosed in part	0	0	0	2	0	4	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	1	0	2	0	4	0	7

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)	3	20,2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20,4	0
13(1)(d)	0	16(2)(c)	4	18(d)	0	21(1)(a)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
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)	6	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	4
15(1) - Def.*	0	16,3	0	20(1)(b)	5	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)	3	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)	2						
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	6	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
6093	6093	6

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset 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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	59	2	416	0	0	3	5618	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	1	59	2	416	0	0	3	5618	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	6

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	6	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	6	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	6

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	6	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	6	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	4	0	4	8
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	4	0	4	8

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	100

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
0	0	0	0	0

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	0	0
More than 365 days	0	0	0
Total	0	0	0

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	5	0	1	4
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	5	0	1	4

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	1	0	0	4
61 to 120 days	0	0	1	0
121 to 180 days	0	0	0	0
181 to 365 days	4	0	0	0
365 days or more	0	0	0	0
Total	5	0	1	4

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	3	\$15,00	0	\$0,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	3	\$15,00	0	\$0,00	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	4	4781	1	9
Outstanding from the previous reporting period	0	0	0	0
Total	4	4781	1	9
Closed during the reporting period	4	4781	1	9
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
	0 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	1	2	0	0	0	0	0	3
Disclose in part	0	0	0	0	0	1	0	1
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	2	0	0	0	1	0	4

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
	0 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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

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

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

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
1	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 an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	1	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		\$94 590
Overtime		\$0
Goods and Services		\$203
• Professional services contracts	\$0	
• Other	\$203	
Total		\$94 793

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: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	1	0	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	1	0	1

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Access to Information Act*

1.2 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 2023-24	1
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	1

Section 2: Open Requests and Complaints Under the Privacy Act

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0

Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

Appendix B: Delegation Order Instrument



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</i> and Regulations	<i>Privacy Act</i> and Regulations
Corporate Secretary and General Counsel	Full authority	Full authority
Program Manager, ATIP	Full authority	Full authority



Chantal Guay
Chief Executive Officer, SCC

2023-10-25

Date

Appendix C: Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	No
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	No
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	No
Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	No

Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	No
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	No
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No