



THE STANDARDS COUNCIL OF CANADA
ANNUAL REPORT 2009 - 2010
ACCESS TO INFORMATION ACT

1. **Introduction**

The *Access to Information Act* gives Canadian citizens, permanent residents, or any person or corporation present in Canada a right to access information that is contained in government records.¹ As a federal Crown corporation, the Standards Council of Canada (SCC)'s policy endeavours to fully comply with both the spirit and letter of any legislation which may govern the release of specific information. SCC's policy is also to make every reasonable effort to help the requester, without regard to their identity, to receive complete, accurate and timely information and to reply to requests for information in either of Canada's official language.

Standards Council of Canada's Mandate

The mandate of the Standards Council of Canada is to promote efficient and effective voluntary standardization in Canada, where standardization is not expressly provided for by law and, in particular, to:

- a) promote the participation of Canadians in voluntary standards activities,
- b) promote public-private sector cooperation in relation to voluntary standardization in Canada,
- c) coordinate and oversee the efforts of the persons and organizations involved in the National Standards System,
- d) foster quality, performance and technological innovation in Canadian goods and services through standards-related activities, and
- e) develop standards-related strategies and long-term objectives, in order to

advance the national economy; support sustainable development; benefit the health; safety and welfare of workers and the public; assist and protect consumers; facilitate domestic and international trade and further international cooperation in relation to standardization.²

2. **Organization of Access to Information Act Activities**

The role of the Access to Information and Privacy (ATIP) Coordinator is currently performed on a part-time basis due to the minimal number of requests received to date. Any requests for formal access are directed to the ATIP Coordinator who is responsible for implementing the search for retrieval and disclosure of the requested information.

3. **Delegation Authority**

The following official, by title, is responsible for the implementation of the *Access to Information Act*: Corporate Planner (see appendices for delegation authority).

¹ *Treasury Board of Canada Secretariat 2010*

² Subsection 4.(1), *Standards Council of Canada Act*, R.S.C. 1970, c. 41 (1st Supp.), amended 1996, c. 24



4. Statistical Report

For the period April 1, 2009 to March 31, 2010 the Standards Council of Canada received one request for formal access. This request fell within the timeframe of 31 to 60 days as it required third-party consultation. Section 20(1) b, c, d were applied to various parts of the request (see appendices for statistical report).

5. Access to Information Training

As the Standards Council of Canada (SCC) has historically only ever received an overall total of 40 formal Access to Information requests, the impact of the *Access to Information Act* has, in past years, been minimal. However, the complexity of requests and time being spent on ensuring SCC staff is adequately trained on ATIP matters and in effectively responding to requests has increased.

Given that in December 2008 a tailored training session was provided to SCC management on the *Access to Information Act*, SCC did not provide any further training to SCC management in FY 2009-2010. SCC plans to offer next fiscal year a similar ATIP course to the one it provided in 2008. Also, given that SCC's ATIP coordinator undertook a significant number of training courses through Treasury Board of Canada's Secretariat training and learning division on various sections of the *Access to Information and Privacy Acts* in 2008-2009, the ATIP Coordinator took no further training courses in 2009-2010. A review of further training requirements will be undertaken in 2010-11.

6. New and/or revised institution-specific access to information related policies

The Standards Council of Canada did not implement any new or revised access to information related policies during the reporting period. As part of SCC's commitment to continual improvement, SCC provides support for its major programs and services and corporate functions through a quality management system (QMS). SCC's quality management system includes a quality document on handling of access to information and privacy requests. This document was reviewed in 2009-2010 to ensure that it was up-to-date with new Treasury Board Secretariat (TBS) policies and directives. As a result of this review, SCC did not implement any new/or revised changes to its QMS document. SCC's own policies regarding the *Access to Information and Privacy Acts* are in compliance with the revised directive from TBS, such as: the duty to assist and specific responsibilities imposed upon government institutions.

7. Key Issues

The Standards Council of Canada (SCC) received one complaint/investigation during the reporting period pertaining to the applicability of the exemptions which were invoked by the SCC in withholding information from disclosure under the *Access to Information Act*.



Standards Council of Canada
Conseil canadien des normes

**APPENDICES FOR THE STANDARDS COUNCIL OF CANADA
ANNUAL REPORT 2009 - 2010
ACCESS TO INFORMATION ACT**

**ANNEXES POUR LE CONSEIL CANADIEN DES NORMES
RAPPORT ANNUEL DE 2009-2010
LOI SUR L'ACCÈS À L'INFORMATION**




OFFICE OF THE EXECUTIVE DIRECTOR
BUREAU DU DIRECTEUR GÉNÉRAL

2010-03-23

Subject: Delegation of Authority for Access to Information and Privacy (ATIP) requests received by the Standards Council of Canada (SCC)


By means of this letter, I, John Walter, as Executive Director of the Standards Council of Canada, delegate the authority herein described to the Corporate Planner on the following terms and conditions:

1. The Corporate Planner may review and execute, on my behalf, any formal requests for access to information and/or privacy. This includes initiating the search for, retrieval and disclosure of the requested records.
2. The requests subject to this delegation are those relating to the implementation of the Access to Information Act and to the Privacy Act.
3. This delegation is effective immediately and shall run until revoked by the delegating official or his/her successor.
4. The authority delegated is not subject to sub-delegation without my prior and express written consent.
5. This delegation is made pursuant to sections "73" of the Access to Information Act (1980-81-82-83, c. 111, Sch. I "73") and Privacy Act (1980-81-82-83, c. 111, Sch. II "73"). and is subject thereto.


John Walter
Executive Director,
Standards Council of Canada

March 23, 2010
Date

Acknowledged and agreed:


Antonia Kusy
Corporate Planner
Standards Council of Canada

2010 - 03 - 23
Date



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

Institution Standards Council of Canada / Conseil Canadien des normes				Reporting period / Période visée par le rapport 2009-04-01 to 2010-03-31	
Source	Media / Médias	Academia / Secteur universitaire	Business / Secteur commercial 1	Organization / Organisme	Public

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information	
Received during reporting period / Reçues pendant la période visée par le rapport	1
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	1
Completed during reporting period / Traitées pendant la période visée par le rapport	1
Carried forward / Reportées	0

II Disposition of requests completed / Disposition à l'égard des demandes traitées			
1. All disclosed / Communication totale	0	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	1	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	1
5. Transferred / Transmission	0		

III Exemptions invoked / Exceptions invoquées			
S. Art. 13(1)(a)	0	S. Art. 16(1)(a)	0
(b)	0	(b)	0
(c)	0	(c)	0
(d)	0	(d)	0
S. Art. 14	0	S. Art. 16(2)	0
S. Art. 15(1) International rel. / Relations intern.	0	S. Art. 16(3)	0
Defence / Défense	0	S. Art. 17	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0
		S. Art. 18(b)	0
		(c)	0
		(d)	0
		S. Art. 19(1)	0
		S. Art. 20(1)(a)	0
		(b)	1
		(c)	1
		(d)	1
		S. Art. 21(1)(a)	0
		(b)	0
		(c)	0
		(d)	0
		S. Art. 22	0
		S. Art. 23	0
		S. Art. 24	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	0
31 to 60 days / De 31 à 60 jours	1
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

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	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	1
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	\$5.00	Preparation / Préparation	\$0.00
Reproduction	\$0.00	Computer processing / Traitement informatique	\$0.00
Searching / Recherche		TOTAL	0
Fees waived / Dispense de frais			
		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins	0		\$ 0.00
Over \$25.00 / De plus de 25 \$	0		\$ 0.00

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 6300
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 0
TOTAL	\$ 6300
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	.045



Appendix C

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

Section 13

Subsection 13(e) _____

Section 14

Subsections 14(a) _____

14(b) _____

Part IV – Exclusions cited:

Subsection 69.1 (1) _____

Additional Reporting Requirements

The Standards Council of Canada did not undertake any of the above noted activities during the reporting period.

Privacy Act

Treasury Board Secretariat is monitoring compliance with the Privacy Impact Assessment (PIA) Policy (which came into effect on May 2, 2002) through a variety of means. Institutions are therefore required to report the following information for this reporting period.

Indicate the number of:

Preliminary Privacy Impact Assessments initiated: _____

Preliminary Privacy Impact Assessments completed: _____

Privacy Impact Assessments initiated: _____

Privacy Impact Assessments completed: _____

Privacy Impact Assessments forwarded to the Office of the Privacy Commissioner (OPC): _____

If your institution did not undertake any of the activities noted above during the reporting period, this must be stated explicitly.

The Standards Council of Canada did not undertake any of the above noted activities during the reporting period.