



THE STANDARDS COUNCIL OF CANADA ANNUAL REPORT: 2016-2017 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 Canada's standardization network,
- 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).

4. Statistical Report

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



For the period April 1, 2016 to March 31, 2017 the Standards Council of Canada (SCC) received four requests for formal access. Three requests were processed within 30 days, and one of these requests required an extension under section 9(1)(a).

5. Access to Information Training

As the Standards Council of Canada (SCC) has historically only ever received an overall total of 69 formal Access to Information requests, the impact of the *Access to Information Act* has, in past years, has been minimal.

The current ATIP coordinator has taken a number of Treasury Board training courses related to various sections of the *Access to Information Act*. No formal training, however, was undertaken during the reporting period.

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 2016-2017 to ensure that it is up-to-date with 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 directives from TBS, such as: the duty to assist and specific responsibilities imposed upon government institutions.

7. Key Issues

No complaints or investigations were launched during 2016-2017.



Statistical Report on the *Access to Information Act*

Name of institution: Standards Council of Canada

Reporting period: 2016-04-01 to 2017-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	0
Organization	0
Public	3
Decline to Identify	0
Total	4

1.3 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

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.



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	1	0	0	1	0	0	2
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
Total	0	3	0	0	1	0	0	4

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	0	18(a)	0	20.1	1
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
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)	1	16.1(1)(d)	0	19(1)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		



16(1)(a)(ii)	0	16.5	0	20(1)(d)	0
16(1)(a)(iii)	0	17	0		
16(1)(b)	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)	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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	2	0	0
Disclosed in part	2	0	0
Total	4	0	0

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	12	12	2
Disclosed in part	1600	1240	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0



Neither confirmed nor denied	0	0	0
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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	12	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	2	1240	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
Total	2	12	0	0	0	0	2	1240	0	0

3

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	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	1	0	0	0	1

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
Total	0	0	0

2.7 Requests for translation

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

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	1	0	0	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
Total	1	0	0	0

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

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	4	\$20	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	4	\$20	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	3	0	0	0



Outstanding from the previous reporting period	0	0	0	0
Total	3	0	0	0
Closed during the reporting period	3	0	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 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	3	0	0	0	0	0	0	3
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	3	0	0	0	0	0	0	3

5.3 Recommendations and completion time for consultations received from other organizations

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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services



Number of Days	Fewer 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
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

6.2 Requests with Privy Council Office

Number of Days	Fewer 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
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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0



Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$4,000
Overtime		\$0
Goods and Services		\$32,000
• Professional services contracts	\$32,000	
• Other	\$0	
Total		\$36,000

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.05
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.05
Students	0.00
Total	0.10

Note: Enter values to two decimal places.



OFFICE OF THE CHIEF EXECUTIVE OFFICER
BUREAU DU DIRECTEUR GÉNÉRAL

2015-07-24

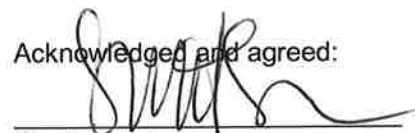
Subject: Delegation of Authority for Access to Information and Privacy (ATIP) requests received by the Standards Council of Canada (SCC)

By means of this letter, I, John Walter, as Chief Executive Officer of the Standards Council of Canada (SCC), delegate the authority herein described to the Vice-President, Communications and Corporate Planning & Corporate Secretary and the Program Manager, Corporate Planning on the following terms and conditions:

1. The Vice-President, Communications and Corporate Planning & Corporate Secretary, and the Program Manager, Corporate Planning, 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
Chief Executive Officer, SCC

2015-07-23
Date

Acknowledged and agreed:

Sandra Watson
Vice-President, Communications and Corporate Planning
& Corporate Secretary

2015-07-23
Date


Donna Graser
Program Manager, Corporate Planning

2015-07-23
Date

cc: Kathy Milsom, SCC Chair