



THE STANDARDS COUNCIL OF CANADA ANNUAL REPORT 2010 - 2011 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, 2010 to March 31, 2011 the Standards Council of Canada (SCC) received six requests for formal access. These requests fell within the timeframe of 30 days and under. All six requests were processed and SCC provided full disclosure.

5. Access to Information Training

As the Standards Council of Canada (SCC) has historically only ever received an overall total of 46 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. Given new directives for 2011-12, SCC will assess its training requirements for the next fiscal year.

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 2010-2011 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 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 2010-11.



**APPENDICES FOR THE STANDARDS COUNCIL OF CANADA
ANNUAL REPORT 2010 - 2011
ACCESS TO INFORMATION ACT**

**ANNEXES POUR LE CONSEIL CANADIEN DES NORMES
RAPPORT ANNUEL DE 2010-2011
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)

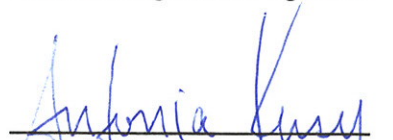
By means of this letter, I, John Walter, as Executive Director of the Standards Council of Canada, delegate the authority herein described to the Corporate Planner on the following terms and conditions:

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 2010-04-01 to 2011-03-31	
Source	Media / Médias 2	Academia/ Secteur universitaire	Business / Secteur commercial 1	Organization / Organisme 3	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	6
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	6
Completed during reporting period / Traitées pendant la période visées par le rapport	6
Carried forward / Reportées	

**II Disposition of requests completed /
Disposition à l'égard des demandes traitées**

1. All disclosed / Communication totale	6	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle		7. Abandoned by applicant / Abandon de la demande	
3. Nothing disclosed (excluded) / Aucune communication (exclusion)		8. Treated informally / Traitement non officiel	
4. Nothing disclosed (exempt) / Aucune communication (exemption)		TOTAL	6
5. Transferred / Transmission			

**III Exemptions invoked /
Exceptions invoquées**

S. Art. 13(1)(a)		S. Art. 16(1)(a)		S. Art. 18(b)		S. Art. 21(1)(a)	
(b)		(b)		(c)		(b)	
(c)		(c)		(d)		(c)	
(d)		(d)		S. Art. 19(1)		(d)	
S. Art. 14		S. Art. 16(2)		S. Art. 20(1)(a)		S. Art. 22	
S. 15(1) Art. International rel. / Relations interm.		S. Art. 16(3)		(b)		S. Art. 23	
Defence / Défense		S. Art. 17		(c)		S. Art. 24	
Subversive activities / Activités subversives		S. Art. 18(a)		(d)		S. Art. 26	

**IV Exclusions cited /
Exclusions citées**

S. Art. 68(a)		S. Art. 69(1)(c)	
(b)		(d)	
(c)		(e)	
S. Art. 69(1)(a)		(f)	
(b)		(g)	

**V Completion time /
Délai de traitement**

30 days or under / 30 jours ou moins	6
31 to 60 days / De 31 à 60 jours	
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

**VI Extensions/
Prorogations des délais**

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	6	
Consultation		
Third party / Tiers		
TOTAL	6	

**VII Translations/
Traduction**

Translations requested / Traductions demandées		4
Translations prepared / Traductions préparées	English to French / De l'anglais au français	4
	French to English / Du français à l'anglais	

**VIII Method of access /
Méthode de consultation**

Copies given / Copies de l'original	6
Examination / Examen de l'original	
Copies and examination / Copies et examen	

**IX Fees /
Frais**

Net fees collected / Frais net perçus			
Application fees / Frais de la demande	10.00	Preparation / Préparation	
Reproduction		Computer processing / Traitement informatique	
Searching / Recherche		TOTAL	10.00
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		4	\$
Over \$25.00 / De plus de 25 \$			\$

**X Costs /
Coûts**

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 995.00
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 20.00
TOTAL	\$ 1015.00
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.009



APPENDIX B - 1

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

Paragraph 13(1)(e)

Subsection 16.1(1)(a)

Subsection 16.1(1)(b)

Subsection 16.1(1)(c)

Subsection 16.1(1)(d)

Subsection 16.2(1)

Subsection 16.3

Subsection 16.4(1)(a)

Subsection 16.4(1)(b)

Subsection 16.5

Subsection 18.1(1)(a)

Subsection 18.1(1)(b)

Subsection 18.1(1)(c)

Subsection 18.1(1)(d)

Subsection 20(1)(b.1)

Subsection 20.1

Subsection 20.2

Subsection 20.4

Subsection 22.1(1)

Part IV – Exclusions cited

Subsection 68.1

Subsection 68.2(a)

Subsection 68.2(b)

Subsection 69.1(1)

Note: If your institution did not invoke any exemptions or cite any exclusions noted above during the reporting period, this must be stated explicitly.

Standards Council of Canada (SCC) did not invoke any exemptions or cite any exclusions noted above during the reporting period of 2010-04-01 to 2011-03-31. It should be noted that while SCC received 6 formal requests for access to information, search results for 4 of the 6 requests resulted in no relevant records.