

scc  ccn

# Annual Report on the *Access to Information Act*

2020-2021



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Council  
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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, 2020 to March 31, 2021.

SCC is a Crown corporation established by an Act of Parliament in 1970. It is independent of government in its policies and operations, although it is financed partially by Parliamentary appropriation.

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*. As well, 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. For operational reasons, a second full-time employee was hired to assume the same position for the last two and a half months of the reporting period. 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 in January 2020. A copy of the delegation order pertaining to the *ATI Act* can be found in Appendix **B** of this report.

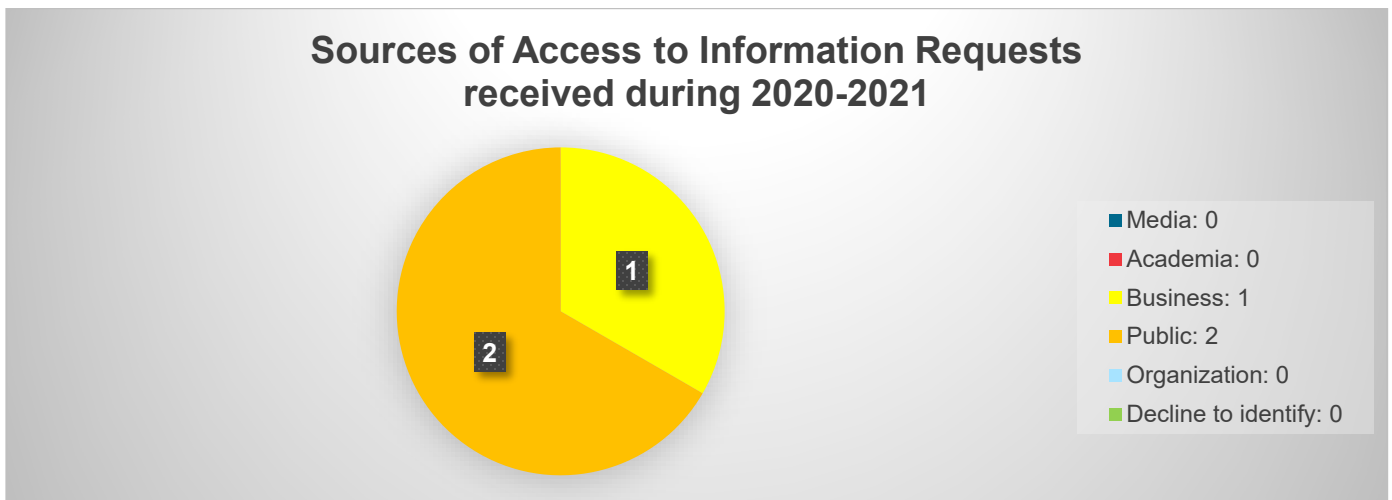
This delegation order instrument provides full delegated authority under the *ATI Act* and *Privacy Act* to the Vice-President, Corporate Services and CFO, the Director, Finance and Administration, the Program Manager, Access to Information and Privacy (ATIP) and the Manager, Corporate Planning.

## Highlights of the Statistical Report 2020-2021

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

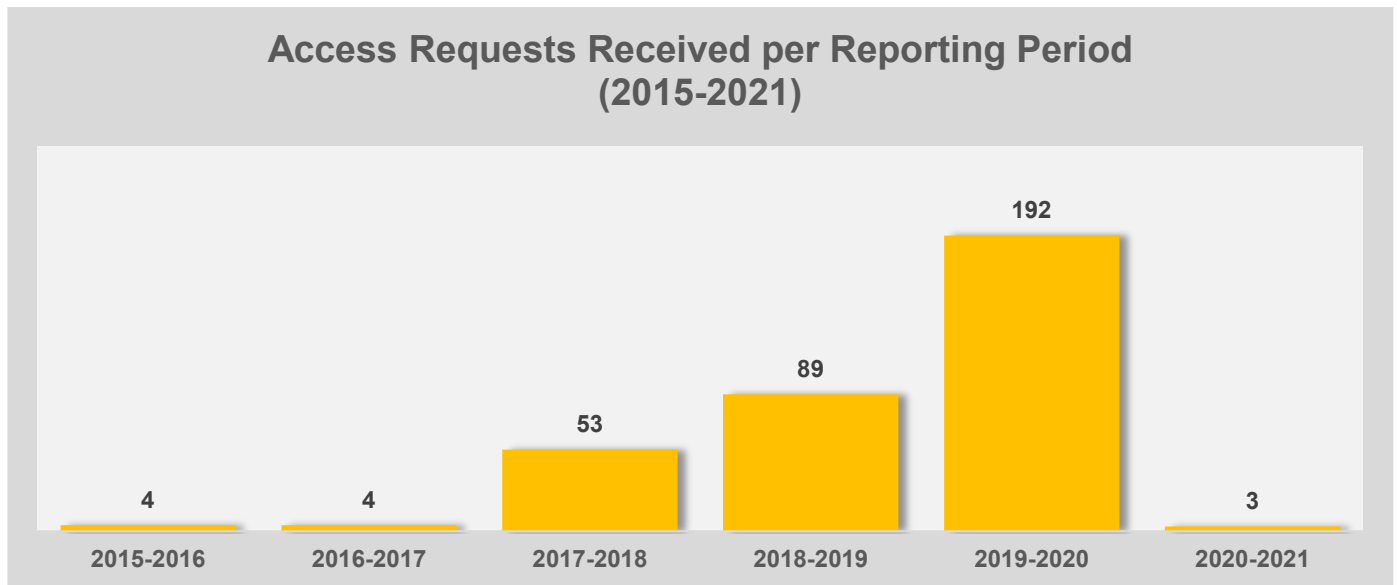
Between April 1, 2020 and March 31, 2021, SCC received 3 requests under the *ATI Act*. There was 1 request carried forward from the 2019–2020 reporting period, for a total of 4 active requests in the 2020–2021 reporting period. Of the 4 active requests, a total of 3 requests were completed, and 1 was carried forward to the next reporting period.

Figure 1 is a percentage breakdown of the sources of access to information requests received during 2020–2021:



**Figure 1**

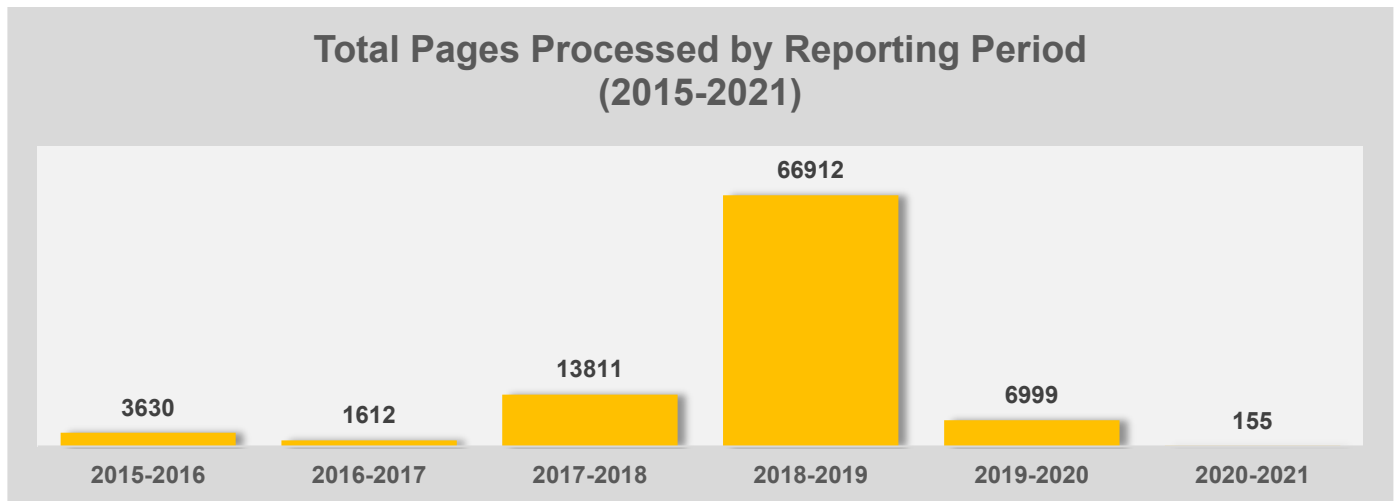
Figure 2 displays the number of access to information requests that were received by SCC from April 1<sup>st</sup>, 2015, to March 31<sup>st</sup>, 2021.



**Figure 2**

The noted decrease in the number of requests received during the present 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 2 years, it was divided into 24 individual requests, each spanning 1 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 7 requests for the year 2017-2018, 9 requests for the year 2018-2019, and 8 requests for the year 2019-2020. Therefore, the 3 requests received during 2020-2021 mark a return to the norm for SCC. Further, it is likely that the ongoing COVID-19 pandemic also played a role in reducing the total number of access requests received by SCC during the present reporting year.

Figure 3 displays the number of pages processed by SCC in response to requests under the *ATI Act* from April 1<sup>st</sup>, 2015 to March 31<sup>st</sup>, 2021.



**Figure 3**

During the 2020–2021 reporting period, 155 pages of records were processed in response to formal requests. The noted decrease in the total number of pages processed during the present reporting period compared to previous reporting years can be explained in part by the smaller number of requests received, efforts made to focus requests received, and again, the overall impact of COVID-19.

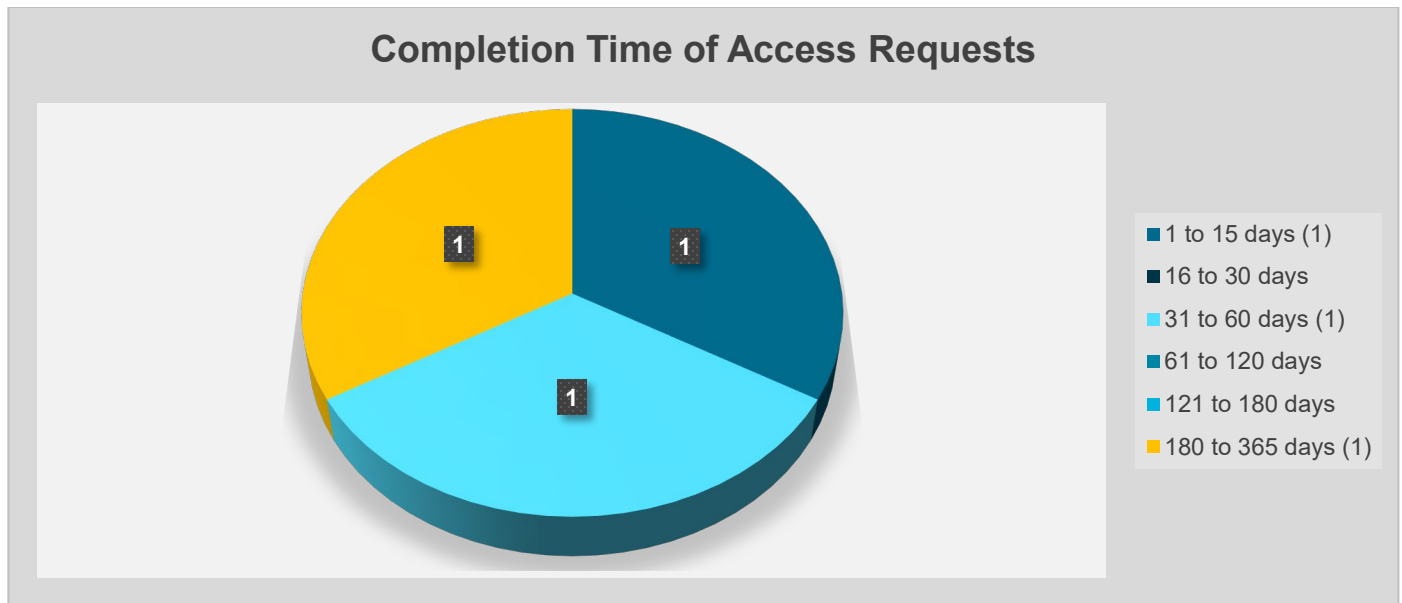
## Exemptions and Exclusions

The *ATI Act* prescribes several exemptions and exclusions that allow or require SCC to refuse to disclose certain types of information. The exemptions invoked by SCC in 2020–2021 were for security information (section 16), personal information (section 19), government operation (section 21), and solicitor-client privileged information (section 23).

## Disposition and Completion Time

The 3 requests closed during the 2020-2021 reporting period were completed within the following timeframes:

- 1 within 1 to 15 days (**33%**);
- 0 within 16 to 30 days (**0%**);
- 1 within 31 to 60 days (**33%**);
- 0 within 61 to 120 days (**0%**);
- 0 within 121 to 180 days (**0%**);
- 1 within 180 to 365 days (**33%**).



**Figure 4**

A total of **66.6%** 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 1 request was not completed within the legislated timeline due to a delayed third-party consultation caused by the ongoing COVID-19 pandemic.

Of the 3 requests completed during the 2020-2021 reporting period, there was 1 request for which the records were “all disclosed” (33%), 1 request for which the records were “disclosed in part” (33%), and 1 request was abandoned (33%).

### 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 3 requests completed during 2020–2021, 1 request was responded to within the initial 30 days deadline and did not require an extension. The other 2 requests required an extension past the original deadline of 30 days pursuant to paragraphs 9(1)(a), and/or 9(1)(b), and/or 9(1)(c) of the *Act*. The time extension taken for both said requests was for a period of 60 days.

### Complexity of Files

None of the requests completed during 2020-2021 were considered complex.

### 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 2020–2021, SCC received 10 consultation requests from other federal government institutions and 1 consultation from another organization.

Figure 5 below, shows the evolution of the total number of access to information consultations that were **received** by SCC from 2015–2016 to 2020–2021.

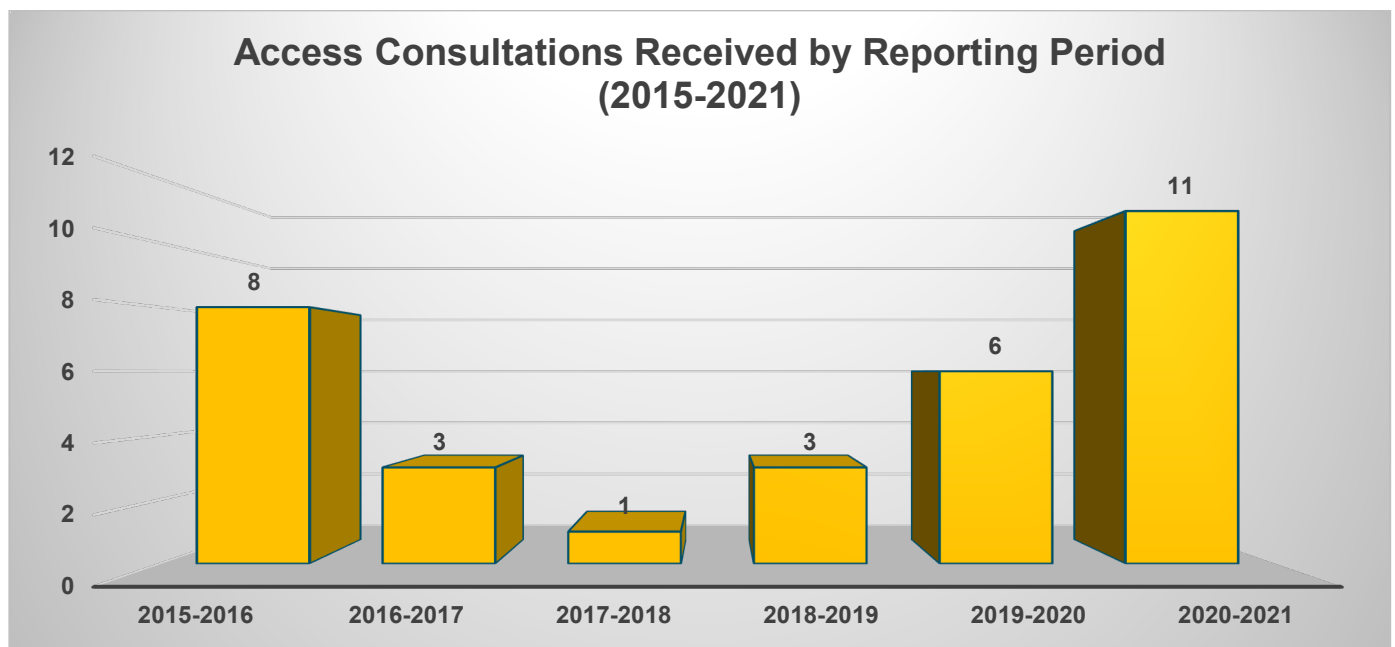


Figure 5

## Informal Requests

A summary list of completed access to information requests is published on SCC’s website every month. Between April 1, 2020, and March 31, 2021, SCC did not receive any informal access to information request for previously released access to information packages.

## Fees

In the 2020–2021 reporting period, a total of \$10.00 was collected as application fees pursuant to the *ATI Act*. The application fee (\$5.00) for the request which was abandoned was waived.

## Costs

The total salary costs associated with the administration of the *ATI Act* activities amounted to \$102,460.00 for this reporting period.

The human resources required to administer the *ATI Act* amounted to 1.12 full-time equivalents (FTEs).



## Impact of COVID-19-Related Measures

SCC reported up above a completion rate of 66% during the fiscal year. This completion rate represents only one of three requests received that were provided outside of the legislated timelines. While SCC successfully provided access in a timely manner to 132 of the 134 pages of the records sought, 2 pages were subject to a third-party consultation and were provided to the requester after the legislated timeline due to delays on the third party directly attributable to COVID-19 related measures.

SCC also developed mitigation measures to continue the processing of access requests, such as the use of VPN and enabling employees to work from home. The ATIP Division also favors the use of electronic means to communicate with requesters and issue responses to access requests.

## Training Activities

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 the SCC.

The ATIP Division developed a new ATP training PowerPoint presentation for its in-house formal ATIP training for SCC employees. This ATIP training session is provided on an ongoing basis to all new SCC employees, including both staff and executive. There were 3 new employees who received this training during the present reporting year.

## 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 Data Breach Management Policy, which will include a Privacy Breach Policy. SCC will be finalizing and implementing said policy in the next 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.

### 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*.

SCC's comprehensive website provides information on SCC's policies, its organizational structure, and the means to contact SCC's officials. In accordance with the federal government's policy of proactive disclosure, SCC's website also allows access to internal evaluations and audits, as well as information on hospitality expenses, contracts, and grants.

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 6<sup>th</sup> floor, 55 Metcalfe street, Ottawa, Ontario.

## Complaints and Investigations

During the 2020–2021 reporting period, no complaints were filed with the OIC against SCC.

## Appendix A: Statistical Report



### Statistical Report on the *Access to Information Act*

Name of institution: Standards Council of Canada

Reporting period: 2020-04-01 to 2021-03-31

#### 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 period	1
<b>Total</b>	<b>4</b>
Closed during reporting period	3
Carried over to next reporting period	1

##### 1.2 Sources of requests

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

##### 1.3 Informal requests

Completion Time							
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	Total
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.

**Section 2: Decline to act vexatious, made in bad faith or abuse of right requests**

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

**Section 3: Requests Closed During the Reporting Period**

**3.1 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	0	1	0	0	0	0	1
Disclosed in part	0	0	0	0	0	1	0	1
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	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>

### 3.2 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)	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)	1	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
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)	1	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

### 3.3 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

### 3.4 Format of information released

Paper	Electronic	Other
0	2	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
155	155	3

### 3.5.2 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	1	21	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	134	0	0	0	0	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	1	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
<b>Total</b>	<b>2</b>	<b>21</b>	<b>1</b>	<b>134</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	66.7

### 3.7 Deemed refusals

#### 3.7.1 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	1	0	0

#### 3.7.2 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
<b>Total</b>	0	1	1

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 4: Extensions

### 4.1 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	1
Disclosed in part	1	0	1	1
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
Decline to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>

### 4.2 Length of extensions

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	1	0	1	2
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	2	\$10	1	\$5
Other fees	0	\$0	0	\$0
<b>Total</b>	<b>2</b>	<b>\$10</b>	<b>1</b>	<b>\$5</b>



## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 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	10	114	1	2
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	10	114	1	2
Closed during the reporting period	10	114	1	2
Carried over to next reporting period	0	0	0	0

### 6.2 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	4	2	0	0	0	0	0	6
Disclose in part	0	1	1	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	2	0	0	0	0	0	0	2
<b>Total</b>	6	3	1	0	0	0	0	10

### 6.3 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	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
<b>Total</b>	1	0	0	0	0	0	0	1

## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 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 Request	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 7.2 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 Request	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

## Section 9: Court Action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

**Section 10: Resources Related to the Access to Information Act**

10.1 Costs

Expenditures	Amount
Salaries	\$102,460
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$102,460</b>

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.120
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>1.120</b>

**Note:** Enter values to three decimal places.

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

Name of institution: Standards Council of Canada

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

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	0

### Section 2: Capacity to Process Records

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

## Appendix B: Delegation Order Instrument



**Standards Council of Canada**  
**Conseil canadien des normes**

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OFFICE OF THE CHIEF EXECUTIVE OFFICER  
BUREAU DE LA DIRECTRICE GÉNÉRALE

January 16, 2020

**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</i> and Regulations	<i>Privacy Act</i> and Regulations
Vice-President, Corporate Services	Full authority	Full authority
Director, Finance & Administration	Full authority	Full authority
Program Manager, ATIP	Full authority	Full authority
Manager, Corporate Planning	Full authority	Full authority



Chantal Guay

Chief Executive Officer, SCC



Date

cc: Kathy Millsom, SCC Chair