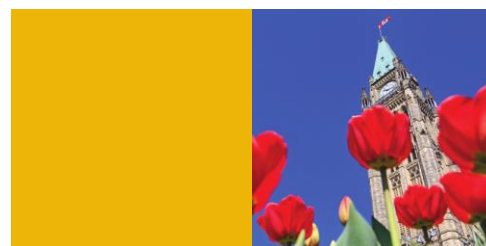
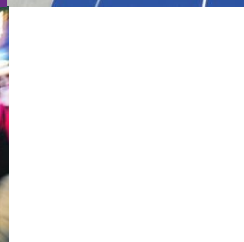
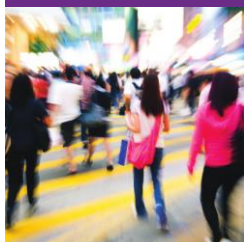




**Standards Council of Canada**  
**Conseil canadien des normes**



**2019-2020**  
**Annual report to**  
**Parliament**  
*Access to Information Act*



**Canada**

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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, 2019 to March 31, 2020.

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.

At the beginning of the fiscal year, the ATIP Division had the equivalent of 1.25 employees. It also relied on 1 consultant during most of the reporting period to help meet the increase in volume and complexity of requests. On January 2020, SCC hired a Program Manager, ATIP, to help focus SCC's resources internally. The Program Manager, ATIP, fully supports and develops all aspects of the ATIP program and is SCC's ATIP Coordinator.

## DELEGATION ORDER

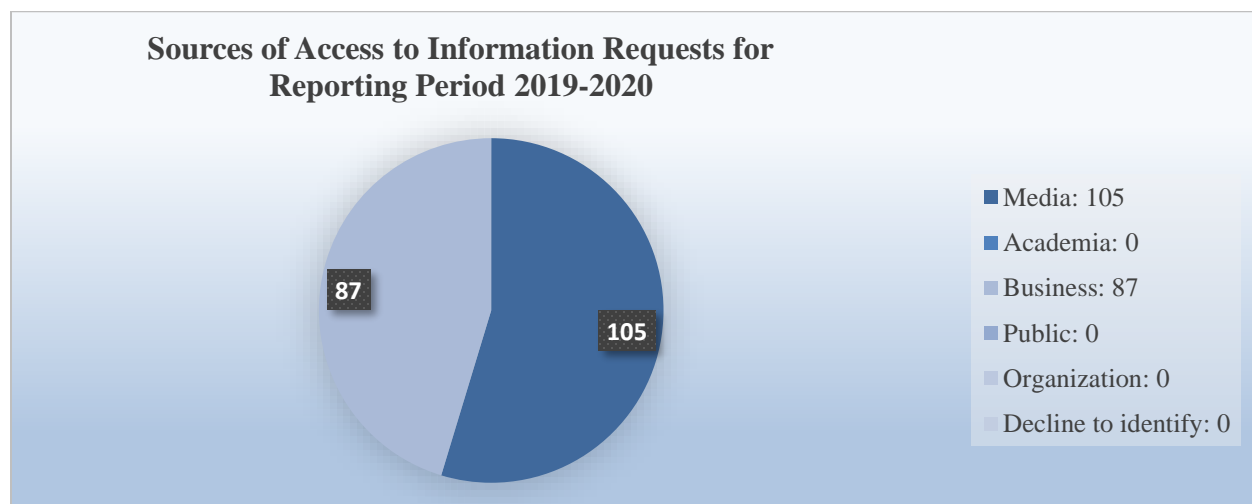
Decision-making responsibility for the application of the various provisions of the *ATI Act* has been formally established and is outlined in the Delegation of Authority instrument. The current delegation order was approved by SCC's Chief Executive Officer on January 2020. A copy of the delegation order 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, 2019-2020

SCC's Statistical Report on the *ATI Act* is included in Appendix A of this report. Between April 1, 2019 and March 31, 2020, SCC received 192 requests under the *ATI Act*. There were 22 requests carried forward from the 2018–2019 reporting period, for a total of 214 active requests in the 2019–2020 reporting period. In 2019–2020, a total of 213 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 in 2019–2020:



**Figure 1**

Amongst the 213 requests completed during the 2019-2020 reporting period, there were 112 requests, mostly interrelated, for which there were no records. Further, 36 requests, all originating from the same source, were abandoned.

Figure 2 displays the number of access to information requests that were received by SCC from April 1<sup>st</sup>, 2014, to March 31<sup>st</sup>, 2020.

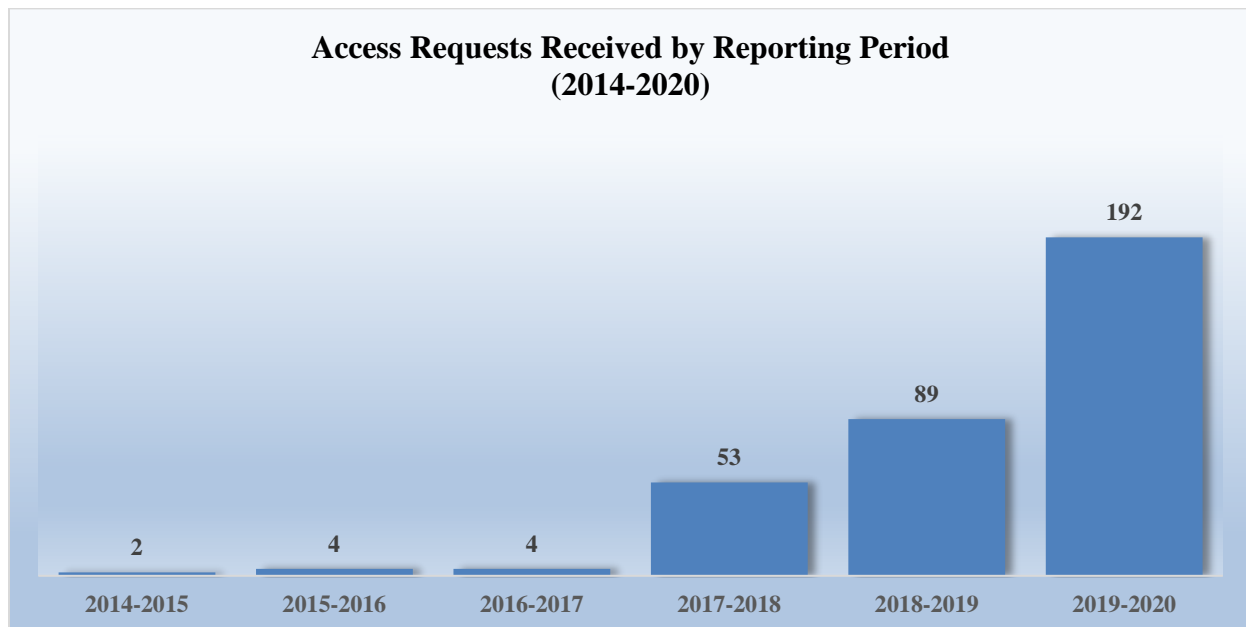


Figure 2

In the 2019–2020 reporting period, 6999 pages of records were processed in response to formal requests. The number of pages processed by SCC in response to requests under the *ATI Act* from April 1<sup>st</sup>, 2014 to March 31<sup>st</sup>, 2020 is presented in figure 3.

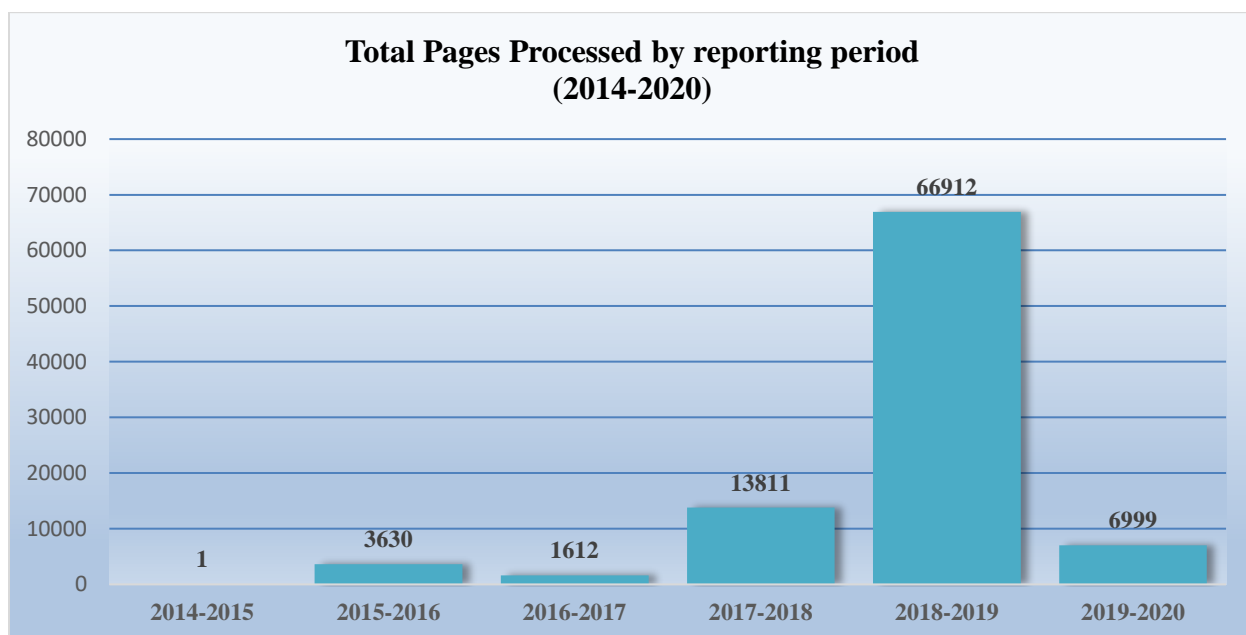


Figure 3

## Exemptions and Exclusions

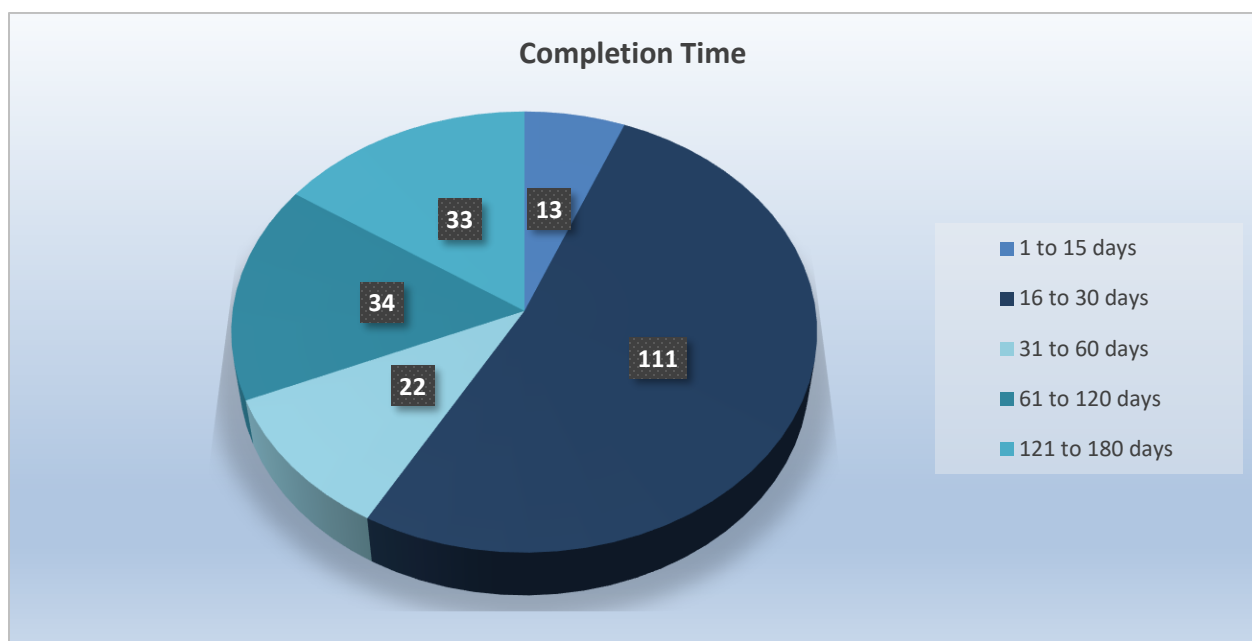
The *ATI Act* prescribes several exemptions and exclusions that allow or require SCC to refuse to disclose certain types of information. The three most common exemptions invoked by SCC in 2019–2020 were for personal information (section 19), government operations (section 21), and third-party information (section 20).

## Completion Time

The 213 requests closed during the 2019-2020 reporting period were completed within the following timeframes:

- 13 within 1 to 15 days (**6%**);
- 111 within 16 to 30 days (**52%**);
- 22 within 31 to 60 days (**10%**);
- 34 within 61 to 120 days (**16%**);
- 33 within 121 to 180 days (**16%**).

A total of **100%** on-time compliance level was achieved during the reporting period. This result was achieved through a comprehensive set of good practices in place which ensure that access to information requests are responded to in a timely manner. Figure 4 provides a breakdown of completion times for requests closed during the 2019–2020 reporting period.



**Figure 4**

## 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.

In 2019–2020, the majority of requests were responded within the initial 30 days deadline and did not require an extension. In total, 89 requests required an extension past the original deadline of

30 days pursuant either to paragraphs 9(1)(a), and/or 9(1)(b), and/or 9(1)(c) of the *Act*. An extension between 121 to 180 days was taken for 59 requests pursuant to paragraph 9(1)(b) (consultation with federal departments). Such consultation was the main reason for extension on a plurality of requests.

## Complexity of Files

A great number of files were considered complex because they required a high number of consultations with other federal departments and/or with third parties. Accordingly, of the 213 requests closed during the 2019–2020 reporting period, 82 were considered complex (**39%**).

## 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 2019–2020, SCC received 6 consultations requests from other federal government institutions.

Figure 5 below, shows the evolution of the total number of access to information consultations that were **received** by SCC from 2014–2015 to 2019–2020.

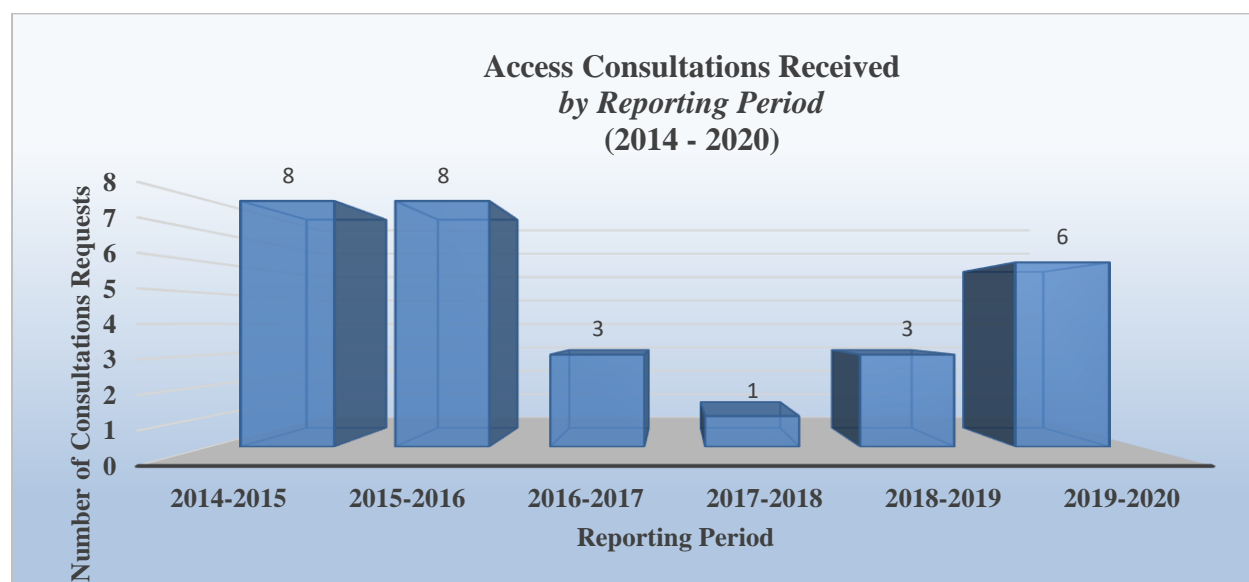


Figure 5

## Informal Requests

A summary list of completed access to information requests is published on SCC's website every month. Between April 1, 2019, and March 31, 2020, SCC did not receive any informal access to information request for previously released access to information packages.

## Fees

In the 2019–2020 reporting period, a total of \$45.00 was collected as application fees pursuant to the *ATI Act*. Moreover, because it would have cost more money to collect some application fees than to perceive them, SCC decided to waive fees (\$915.00) for 183 access to information requests.

## Costs

The total salary costs associated with the administration of the *ATI Act* activities amounted to \$82,800.00 for this reporting period. Non-salary costs amounted to \$232,117.00 for a total cost of \$314,917.00. This amount included the contracting services of 1 consultant.

The human resources required to administer the *ATI Act* amounted to 1.15 full-time equivalents (FTEs), plus 1 consultant for a total of 2.15 person years.

## Impact of COVID-19-Related Measures

The COVID-19-related measures impacted the processing of 1 access request. Because some federal departments as well as third parties completely stopped their activities, the consultation process could not be completed on time. Therefore, the ATIP Division had to issue an interim response until the return to normal activities of the organizations. SCC also developed mitigation measures to continue the processing of access requests, such as the use of VPN, 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.

Formal ATIP training sessions were organized during the reporting year. Seven sessions were held and 72 employees from all level at SCC, including the executive and the management team, received this training.

## POLICIES, GUIDELINES, PROCEDURES AND MONITORING

### Policies and Guidelines

SCC ATIP Division relies on the access to information policies and guidelines developed internally and by the Treasury Board of Canada's Secretariat. SCC did not develop or implement new institution-specific policies, guidelines and procedures related to access to information during the reporting period. Hence, no issues were raised by the OIC or other Agents of Parliament (e.g., Auditor General) or for other reasons.

### 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. The ATIP Division also developed a case management tool to better track and report on



the evolution and on the activities executed to process requests, including deadlines, consultations, retrievals and responses.

### **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 2019–2020 reporting period, no complaints were filed with the OIC against SCC. There were 13 complaints on requests received during the 2017-2018 reporting period that are now closed and for which the OIC concluded that they were not well-founded.

## 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: 2019-04-01 to 2020-03-31

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

##### 1.1 Number of requests

	Number of Requests
Received during reporting period	192
Outstanding from previous reporting period	22
<b>Total</b>	<b>214</b>
Closed during reporting period	213
Carried over to next reporting period	1

##### 1.2 Sources of requests

Source	Number of Requests
Media	105
Academia	0
Business (private sector)	87
Organization	0
Public	0
Decline to Identify	0
<b>Total</b>	<b>192</b>

##### 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.

## Section 2: Decline to act on 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>	0
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	7	1	0	0	0	0	8
Disclosed in part	0	5	21	14	17	0	0	57
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	13	99	0	0	0	0	0	112
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	20	16	0	0	36
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>	13	111	22	34	33	0	0	213

### 3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	10	16(2)	1	18(a)	0	20,1	0
13(1)(b)	25	16(2)(a)	0	18(b)	7	20,2	0
13(1)(c)	4	16(2)(b)	2	18(c)	0	20,4	0
13(1)(d)	0	16(2)(c)	21	18(d)	2	21(1)(a)	29
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	39
14	0	16.1(1)(a)	3	18.1(1)(b)	0	21(1)(c)	7
14(a)	3	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	19
14(b)	4	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	21	16.1(1)(d)	0	19(1)	46	22.1(1)	6
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	13
15(1) - Def.*	0	16,3	0	20(1)(b)	33	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)	1		
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)	8	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
16	49	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
6999	6893	101

#### 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	8	346	0	0	0	0	0	0	0	0
Disclosed in part	35	1208	19	3405	3	1934	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	36	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	79	1554	19	3405	3	1934	0	0	0	0

#### 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	52	0	0	0	52
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	29	0	0	0	29
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	82	0	0	0	82

### 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	213
Percentage of requests closed within legislated timelines (%)	100

### 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
0	0	0	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	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

### 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	1	0
Disclosed in part	16	0	53	41
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	19	10
<b>Total</b>	16	0	73	51

### 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	14	51
61 to 120 days	9	0	0	0
121 to 180 days	6	0	59	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	16	0	73	51

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	9	\$45	183	\$915
Other fees	0	\$0	0	\$0
<b>Total</b>	9	\$45	183	\$915

## 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	6	175	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	6	175	0	0
Closed during the reporting period	6	175	0	0
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							
	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
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	4	0	1	0	0	0	0	5
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>	5	0	1	0	0	0	0	6

### 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	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
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
<b>Total</b>	0	0	0	0	0	0	0	0



## 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 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 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 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## 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	5	13	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	\$82 800
Overtime	\$0
Goods and Services	\$232 117
• Professional services contracts	\$230 673
• Other	\$1 444
<b>Total</b>	<b>\$314 917</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1,15
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	1,00
Students	0,00
<b>Total</b>	<b>2,15</b>

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

## 2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

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

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

**Table 1 – Requests Received**

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	192
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	<b>Total<sup>1</sup></b>	192

<sup>1</sup> – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

**Table 2 – Requests Closed**

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	213	0
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	<b>Total<sup>2</sup></b>	213	0

<sup>2</sup> – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1 – Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

**Table 3 – Requests Carried Over**

		Col. 1
		Number of requests
Row 1	Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	1
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	<b>Total<sup>3</sup></b>	<b>1</b>

3 – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5

## 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	Access to Information Act and Regulations	Privacy Act 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 Milsom, SCC Chair