

SCC  CCN

Annual Report on the *Access to Information Act*

2024-2025



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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, 2024, to March 31, 2025.

SCC is a Crown corporation established in 1970 by the Standards Council of Canada Act to foster and promote voluntary standardization in Canada. It is independent of the government in its policies and operations, although it is partially financed by parliamentary appropriations.

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 Office of the CEO 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*. Also, 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 (TBS) 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, Access to Information and Privacy (ATIP). The Program Manager, ATIP, fully supports and develops all aspects of the ATIP program and is SCC's ATIP Coordinator.

The ATIP Division works collaboratively with management to fulfill the proactive publication requirements under Part 2 of the ATI Act and oversees its compliance. See Appendix B for details regarding the related requirements applicable to SCC. For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section "Proactive Publication under Part 2 of the ATI Act", below.

The ATIP Division was not part of any service agreement under section 96 of the ATI Act during the reporting period.

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 October 25, 2023. A copy of the delegation order pertaining to the ATI Act can be found in Appendix A of this report.

This delegation order instrument provides full delegated authority under the ATI Act and *Privacy Act* to the Corporate Secretary and General Counsel and the Program Manager, Access to Information and Privacy (ATIP).

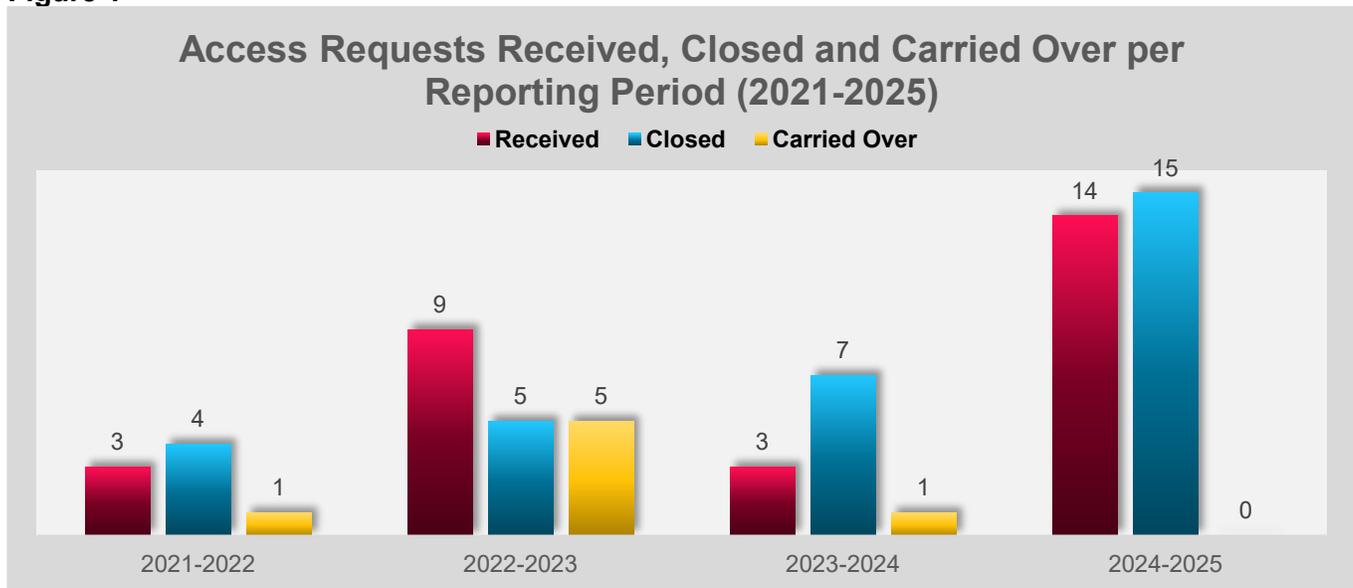
Highlights of the Statistical Report 2024-2025

Between April 1, 2024, and March 31, 2025, SCC received 14 formal requests under the ATI Act. There was 1 request carried forward from the 2023–2024 reporting period, for a total of 15 active requests in the 2024–2025 reporting period. All of the active requests were closed during the 2024-2025 reporting period.

A significant increase in the amount of request received (14) was noticed compared with last reporting year (3). The same is true for requests closed during the current reporting year, 15 compared to 7 for last year. The number of requests processed during the current reporting year is also significantly higher than for the 3 previous reporting year.

Figure 1 illustrates yearly trends in requests received, closed and carried over from April 1st, 2021, to March 31st, 2025.

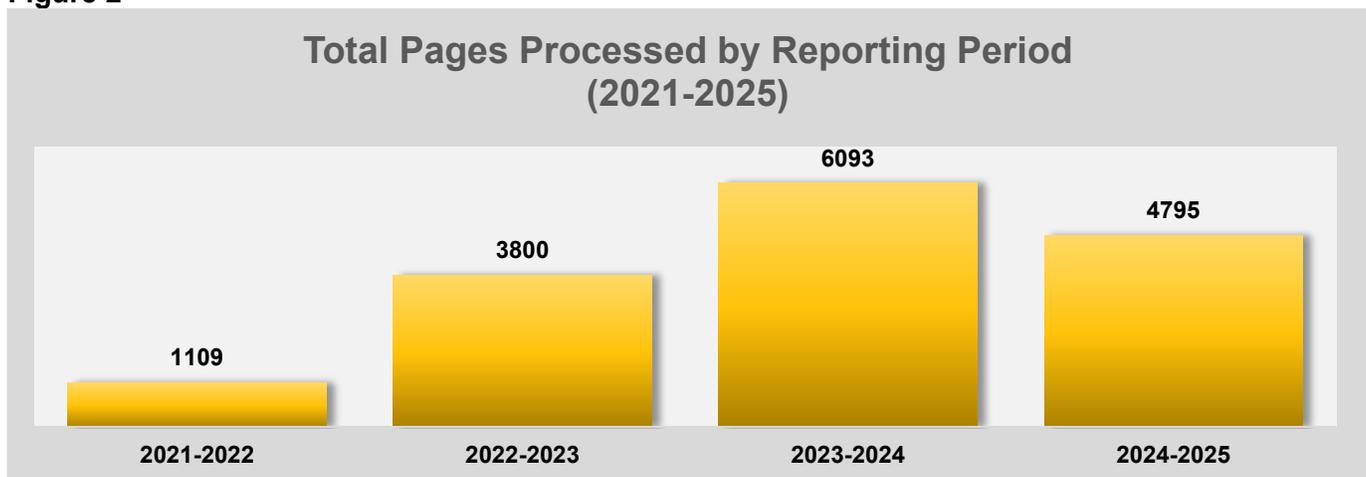
Figure 1



During the 2024–2025 reporting period, 4795 pages of records were processed in response to formal requests. SCC does a preliminary triage of all documents received for each request to exclude duplicate and non-relevant documents from the analysis. Therefore, the number of pages represents mostly pages that are unique. The average number of pages processed in the last 4 reporting years is 4500 pages. Hence, the number of pages of the current reporting year is comparable with the average of the last 4 reporting years.

Figure 2 displays the number of pages processed by SCC in response to requests under the ATI Act from April 1st, 2021, to March 31st, 2025.

Figure 2



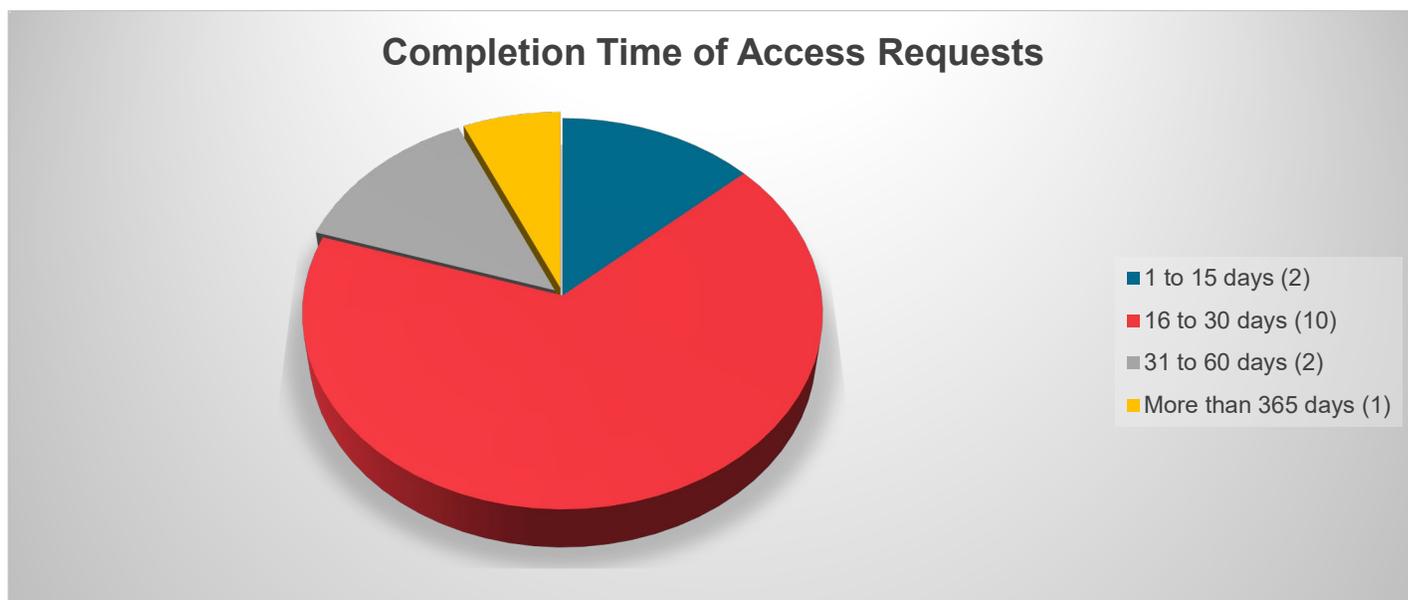
Exemptions and Exclusions

The ATI Act prescribes several exemptions and exclusions that allow or require SCC to refuse to disclose certain types of information. The two exemptions mostly invoked by SCC in 2024–2025 were for account of consultations or deliberations (section 21(1)(b)) and personal information (section 19(1)).

Disposition and Completion Time

The 15 requests closed during the 2024-2025 reporting period were completed within the following timeframes:

- 2 within 1 to 15 days (**13%**)
- 10 within 16 to 30 days (**67%**);
- 2 within 31 to 60 days (**13%**);
- 1 in more than 365 days (**7%**).



A total of 100% on-time compliance was achieved during the reporting period.

Of the 15 requests completed during the 2024-2025 reporting period, there was 8 requests for which the response was: “no records exist”, and 2 requests which were abandoned.

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 for a large number of records, to consult with other government institutions, or to communicate with third parties.

Of the 15 requests completed during 2024–2025, 12 requests were completed within the initial 30 days deadline and did not require an extension. The other 3 requests required an extension past the original

deadline of 30 days pursuant to paragraphs 9(1)(a), 9(1)(b) and/or, 9(1)(c) of the Act. For 2 requests, the extension required was between 31 to 60 days and 1 request required an extension of more than 365 days.

Complexity of Files

Amongst the requests completed during 2024-2025, only 2 were considered complex due either to the fact that consultations were required with third-party organizations or because legal advices were required.

Consultations received by SCC

As an integral part of TBS 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 2024–2025, SCC received 4 consultation requests from other federal government institutions for a total of 46 pages. The number of pages was below average compared with previous reporting year.

The table below displays the total number of access to information consultations that were received by SCC from 2021–2022 to 2024–2025 as well as the total amount of pages for all consultations each year.

Reporting year	Number of consultations	Number of pages
2021-2022	5	204
2022-2023	6	68
2023-2024	4	4781
2024-2025	4	46

Informal Requests

A summary list of completed access to information requests is published on the Open Government Registry every month. Between April 1, 2024, and March 31, 2025, SCC completed 6 informal requests for information for previously released access to information packages and 1 informal request for other information. This brings the total number of pages re-released or released informally for the reporting year to 1831.

Fees

In the 2024–2025 reporting period, a total of \$70.00 was collected as application fees pursuant to the ATI Act.

Costs

The total salary costs associated with the administration of the ATI Act activities amounted to \$96 300.00 for this reporting period. Spending of \$203 was associated with the cost for updates to the redaction tool used for ATIP requests.

The human resources required to administer the ATI Act amounted to 0.9 full-time equivalents (FTEs).

Training Activities and Initiatives

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 SCC.

As part of SCC's onboarding process, the ATIP Division provides training session on an ongoing basis to all new SCC's employees, including both staff and executive. There were 3 sessions held during the reporting year and 9 employees who received the training.

The ATIP Division is always seeking opportunities to improve its services, to advance indigenous reconciliation, to provide other means for access to frequently requested information and to make more information available to Canadians. However, for the current reporting period no such initiatives were developed.

Policies, Guidelines, Procedures and Monitoring

Policies and Guidelines

SCC generally relies on the access to information policies and guidelines developed internally and by TBS. No new or updated policies has been developed related to ATIP or proactive disclosure.

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. During the review process of requests, SCC evaluates records that need to be sent for consultation with other federal institutions. Consultation with other federal institutions is done when it is required for the proper exercise of discretion or when there is an intention to disclose records.

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.

For the purposes of Part 2 of the ATI Act on the Proactive Publication of Information, SCC is a government institution. SCC's comprehensive website provides information on SCC's policies, its organizational structure, and the means to contact SCC's officials. SCC's website also allows access to internal evaluations and audits, as well as information on travel and hospitality expenses. For more information related to this, visit: <https://scc-ccn.ca/about-us/public-accountability>.

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 6th floor, 55 Metcalfe Street, Ottawa, Ontario.

Complaints and Investigations

During the current reporting period, 1 complaint is still active with the OIC. The complaint stems from the reporting period 2023-2024. It alleges that SCC improperly withheld information and did not provide all the responsive records that are under its control. SCC cooperates with the OIC to facilitate the resolution of the complaint. There is no other active complaint.

Appendix A: Delegation Order Instrument



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
Corporate Secretary and General Counsel	Full authority	Full authority
Program Manager, ATIP	Full authority	Full authority



 Chantal Guay
 Chief Executive Officer, SCC

2023-10-25

 Date

Appendix B: Proactive Publication under Part 2 of the ATIA Act

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publications published within legislated timelines*	Link to web page where published**
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Finance	100%	https://search.open.canada.ca/travel/?owner_org=scc-ccn&page=1&sort=start_date+desc
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Finance	100%	https://search.open.canada.ca/hospitality/?owner_org=scc-ccn&page=1&sort=start_date+desc
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Communication and ATIP	100%	https://search.open.canada.ca/opendata/?collection=parliament_report&owner_org=scc-ccn&page=1&sort=metadata_modified+desc
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter	N	N/A	N/A	N/A

		Q4: Within 60 days after the quarter				
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N	N/A	N/A	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N	N/A	N/A	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N	N/A	N/A	N/A
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N	N/A	N/A	N/A
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a	74(a)	Within 120 days after appointment	N	N/A	N/A	N/A

government institution for new or incoming ministers						
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N	N/A	N/A	N/A
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N	N/A	N/A	N/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A

Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N	N/A	N/A	N/A