



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

ACCESS TO INFORMATION ACT

The Canadian Race Relations Foundation

Annual Report to Parliament

April 1, 2021 to March 31, 2022

INTRODUCTION

The Canadian Race Relations Foundation (CRRF) is pleased to present its Annual Report to both the House of Commons and the Senate in accordance with section 94 of the *Access to Information Act* (ATI Act). The report describes the activities that support compliance with the Act for the fiscal year commencing April 1, 2021 and ending March 31, 2022.

THE PURPOSE OF THE ACCESS TO INFORMATION ACT

This Annual Report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act*. The purpose of the *Access to Information Act* is to provide a limited right of access to information contained in records under the control of most government institutions and certain other organizations created by Parliament, such as Canadian Race Relations Foundation (CRRF). The information is subject to certain limited and specific exceptions. The ATI Act is based upon the principles that the public should have a right of access to information about government activities, that exceptions to this right should be limited and specific, and that decisions about access should be subject to independent review. The ATI Act is intended to complement, not replace, established channels of communication.

In accordance with *the Access to Information Act*, this Annual Report on the administration of *the Access to Information Act* describes how the CRRF discharged its responsibilities in relation to the Act in the fiscal year 2021-2022. The CRRF is not reporting on behalf of wholly owned subsidiaries or non-operational institutions.

MANDATE AND RESPONSIBILITIES OF CRRF

The CRRF was established as part of the Japanese Canadian Redress Agreement of 1988. *The Canadian Race Relations Foundation Act* was passed in 1990 and proclaimed in 1996 "...to facilitate throughout Canada the development, sharing and application of knowledge and expertise in order to contribute to the elimination of racism and all forms of racial discrimination in Canadian society..." The CRRF opened its doors in November 1997. A Crown Corporation, one of the portfolio agencies of the Department of Citizenship, Immigration and Multiculturalism Canada, the CRRF operates at arm's length from the Government of Canada. The CRRF also has registered charitable status. Its operating income is derived primarily from the income generated by the investment of the endowment fund.

The CRRF is a leading and authoritative national voice and agent of change for the elimination of all forms of racism, and the promotion of a more harmonious Canada. The CRRF is a leader in the development of a national framework for eliminating all forms of racism and helping to strengthen Canadian identity as it refers, for example, to the principles of equality of opportunity, fairness, justice and human dignity. The CRRF will advance understanding of the past and present causes and manifestations of racism, and work toward its elimination through the promotion of effective and harmonious race and ethnic relations, civic responsibility, research, supporting and promoting the development of national policies, and the establishment of information databases.

The CRRF has no formal mandate or the power to investigate complaints and impose sanctions, but may make recommendations to policymakers on the elimination of racism.

The office of the Canadian Race Relations Foundation is located in the City of Toronto. Its current address and contact is:

6 Garamond Court, Suite 225, Toronto, Ontario M3C 1Z5
Tel: 416 441 1900, 1 888 240 4936 (toll free) • Fax: 416 441 2752, 1 888 399 0333 (toll free)
E-mail: info@crrf-fcrr.ca • Website: www.crrf-fcrr.ca

The information under *Access to Information Act* can also be requested online from ATIP Online Request Service, Treasury Board of Canada Secretariat / Government of Canada, with the following link: atip-web-airp@tbs-sct.gc.ca

ORGANIZATIONAL STRUCTURE

The Governor-in-Council, acting on the recommendation of the Minister responsible for Multiculturalism, appoints all members of the Board and the Executive Director.

The CRRF's strategic direction is vested in a Board of Directors consisting of a chairperson and up to 11 other members from various regions of Canada. During the fiscal year 2021-2022, there were eleven (11) members. This list of the Board is posted on the CRRF website.

An Executive Director, who serves as Chief Executive Officer and an ex-officio member of the Board, manages the CRRF's daily operations.

DESCRIPTION OF STRUCTURE

The Director of Finance and Administration assumes the responsibility to respond to ATI requests.

ACCESS TO INFORMATION AND PRIVACY

It should be noted that the staff complement of the CRRF during the period under review was twenty (20) full-time, in addition to the Executive Director.

STATEMENT OF DELEGATION ORDER

A Delegation Order has been granted under the Act with respect to the administration of access to information requests, without the need to create a separate department to respond (For more information on the delegation of powers, see Appendix A). The person responsible for administering these applications is the Director of Finance and Administration.

HIGHLIGHT OF THE STATISTICAL REPORTS

During the 2021-2022 reporting period, the CRRF received seven requests under the *Access to Information Act*, two from media and five from public. Five requests were disclosed within legislative timelines and two requests were carried forward to the next reporting period. Two requests carried forward from the prior reporting period, 2020/2021, were also closed in April 2021 and there is no active requests outstanding from any previous reporting periods.

There was no impact of COVID-19-related measures on our ability to fulfill our *Access to Information Act responsibilities* and any mitigation measures that were implemented.

Please see Appendix B: Report on the *Access to Information Act* (TBS / TBS 350-62) and Statistical Report on Discrepancies.

NUMBER OF REQUESTS RECEIVED

The table below shows the annual volume of the request under the *Access to Information Act*.

Formal requests and consultation from other Government of Canada institutions by fiscal year					
Fiscal Year	Formal Requests Outstanding From Prior Period	Formal Requests Received	Formal Requests Closed	Formal Requests Carried Forward to the next Reporting Period	Consultation Completed for Other Government of Canada Institutions
2021-22	2	7	7	2	0
2020-21	0	2	0	2	1
2019-20	0	0	0	0	0
2018-19	0	0	0	0	0
2017-18	0	0	0	0	1
2016-17	0	2	2	0	0
2015-16	0	2	2	0	0
2014-15	0	0	0	0	0
2013-14	0	0	0	0	0
2012-13	0	0	0	0	0

INTERPRETATION OF THE STATISTICAL REPORT

The 2021-2022 request volume increased 71% above the previous 3-year average, with the number of requests received increasing to seven. In this reporting period, seven requests were disclosed within legislative timelines and two requests were carried forward to the next reporting period.

TRAINING AND AWARENESS

No formal training was undertaken during the reporting period.

SIGNIFICANT ORGANIZATIONAL CHANGES

During the period covered by this report, CRRF increased its personnel capacity to 20 full time staff by creating 15 new positions. This was as a result of \$11M funding from Government of Canada for two years. CRRF developed and launched fresh initiatives and funding streams to support improved race relations in Canada and piloted new anti-racism programs with various partners.

OVERVIEW OF NEW AND/OR REVISED INSTITUTIONAL ACCESS TO INFORMATION ACT POLICIES AND PROCEDURES

No changes to report

POLICY FOR MONITORING TIME OF PROCESS

CRRF did not implement any new or revised specific policies, guidelines, and procedures related to access to information during the reporting period.

DESCRIPTION OF MAJOR CHANGES

Beginning on March 17, 2020, the large majority of the CRRF activity moved offsite to teleworking as part of anti COVID-19 measures. An ATIP consultant was hired to assist the ATIP coordinator in processing the requests and provide recommendations on the application of the Access to Information Act.

ACCESS TO INFORMATION COMPLAINTS, AUDITS, ETC.

One complaint was received during this period, and which Notice of Intention to Investigate and Summary of Complaint was issued by the Information Commissioner of Canada. The Commissioner carried out an investigation and subsequently issued a report that the complaint was resolved. There is no complaints that are outstanding from previous reporting periods.

MONITORING THE TIME TO PROCESS ACCESS TO INFORMATION REQUESTS

Monitoring was conducted during the reporting period mostly through ATIP consultant's level of effort spent on a request and subsequent payments of ATIP related invoices.

APPEALS TO FEDERAL COURT/ FEDERAL COURT OF APPEAL

Nothing to report

APPENDIX A

CANADIAN RACE RELATIONS FOUNDATION Delegation Order under the *Access to Information Act and the Privacy Act*

Pursuant to sections 73 of the *Access to Information Act* and the *Privacy Act*, I hereby delegate my powers, duties, and functions to the persons who hold the positions set out in the Schedule hereto, subject to the following conditions:

- (a) that the persons to whom my powers, duties, or functions are delegated are bound in the exercise of those powers, duties, or functions by the jurisdictional, legislative, and administrative limitations to which I am subject;
- (b) that the powers, duties, or functions delegated to any person may also be exercised by another person who holds the person's position in an acting capacity to which he or she has been duly appointed;
- (c) that notwithstanding the Delegation Order of my powers, duties, or functions, I may exercise at any time any of the powers, duties, or functions delegated.

This Delegation Order is effective on and from the date shown below and shall remain in effect until revoked. I may revoke or amend this Delegation Order at any time. This Delegation Order supersedes all previous Delegation Orders.

Schedule		
Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Director, Finance and Administration	Full authority	Full authority

Dated at the City of Toronto, this 29 day of June 2022



Mohammed Hashim Executive Director - Canadian Race Relations Foundation

APPENDIX B



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Canadian Race Relations Foundation

Reporting period: 2021-04-01 to 2022-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		7
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		9
Closed during reporting period		7
Carried over to next reporting period		2
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	0
Organization	0
Public	5
Decline to Identify	0
Total	7

1.3 Channels of requests

Source	Number of Requests
Online	7
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	7

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

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

Section 4: Requests Closed During the Reporting Period

4.1 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	2	0	0	0	0	0	0	2
Disclosed in part	1	1	0	1	1	0	0	4
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	1	0	0	0	1
Neither confirmed nor denied	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
Total	3	1	0	2	1	0	0	7

4.2 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)	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)	0	16.1(1)(d)	0	19(1)	4	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	7	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
423	251	7

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	2	198	0	0	0	0	0	0
Disclosed in part	0	0	4	215	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	10	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
Total	1	10	6	413	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 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

4.7.2 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
Total	0	0	0

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	1	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	1	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	3	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	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	3	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	3	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	7	\$35.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	7	\$35.00	0	\$0.00	0	\$0.00

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the *Access to Information Act*

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$7,200
Overtime		\$0
Goods and Services		\$17,500
• Professional services contracts	\$17,500	
• Other	\$0	
Total		\$24,700

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.050
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.080
Students	0.000
Total	0.130

Note: Enter values to three decimal places.