



Canadian  
Race Relations  
Foundation

Fondation  
canadienne des  
relations raciales

## **ACCESS TO INFORMATION ACT**

# **The Canadian Race Relations Foundation**

## **Annual Report to Parliament**

### **April 1, 2019 to March 31, 2020**

This Annual Report is tabled in Parliament in accordance with section 72 of the *ATI Act*.

## INTRODUCTION

The purpose of the *Access to Information Act* (ATI 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 Section 72 of the *Access to Information Act*, this Annual Report on the administration of the *Access to Information Act* at the CRRF describes how the CRRF discharged its responsibilities in relation to the Act in the fiscal year 2019-2020.

### Canadian Race Relations Foundation Mandate

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](mailto:info@crrf-fcrr.ca) • Website: [www.crrf-fcrr.ca](http://www.crrf-fcrr.ca)**

**The information under *Access to Information Act* can also be requested on line from ATIP Online Request Service, Treasury Board of Canada Secretariat / Government of Canada, with the following link:**

**[atip-web-aiprp@tbs-sct.gc.ca](mailto:atip-web-aiprp@tbs-sct.gc.ca)**

## ORGANIZATIONAL STRUCTURE

The CRRF's direction is vested in a Board of Directors consisting of a chairperson and up to 11 other members, appointed by the government from various regions of Canada. During the fiscal year 2019-2020, there were eleven (11) members. This list of the Board is posted on the CRRF website, [www.crrf-fcrr.ca](http://www.crrf-fcrr.ca).

An Executive Director, 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 six (6), both full-time and part-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 fiscal year 2019-2020, the CRRF did not receive any requests under the *Access to Information Act*. Please see Appendix C: Report on the *Access to Information Act* (TBS / TBS 350-62) and Statistical Report on Discrepancies.

## NUMBER OF REQUESTS RECEIVED IN PRIOR FISCAL YEARS

The table below shows the annual volume on request under the *Access to Information Act*. The number of request has been reduced to zero in 2017-2018, 2018-2019, and 2019-2020 compared to 2015-16 and 2016-17, which two requests received in each year. There were no any impact of COVID-19-related measures on our ability to fulfill our *Privacy Act* responsibilities, and any mitigation measures that were implemented.

### Formal requests received, formal requests completed and consultation completed for other institutions, by fiscal year

Fiscal Year	Formal Requests Received	Formal Requests Completed	Consultation Completed for Other Institutions
2019-20	0	0	0
2018-19	0	0	0
2017-18	0	0	0
2016-17	2	2	0

**Formal requests received, formal requests completed and consultation completed for other institutions, by fiscal year**

<b>Fiscal Year</b>	<b>Formal Requests Received</b>	<b>Formal Requests Completed</b>	<b>Consultation Completed for Other Institutions</b>
2015-16	2	2	0
2014-15	0	0	0
2013-14	0	0	0
2012-13	0	0	0

## **INTERPRETATION OF THE STATISTICAL REPORT**

The CRRF did not receive any requests under *the Access to Information Act* in 2019-2020.

## **TRAINING AND AWARENESS**

No formal training was undertaken during the reporting period.

## **SIGNIFICANT ORGANIZATIONAL CHANGES**

During the period covered by this report there were no significant organizational changes at the Foundation.

## **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**

No changes to report

## **ACCESS TO INFORMATION COMPLAINTS, AUDITS, ETC.**

No complaints were received, and no audits or investigations concluded during the reporting period.

## **MONITORING THE TIME TO PROCESS ACCESS TO INFORMATION REQUESTS**

No monitoring was conducted during the reporting period.

## **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***

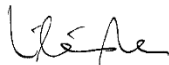
Pursuant to sections 73 of the *Access to Information Act* and the *Privacy Act*, I hereby delegate my powers, duties, and functions to the persons who hold the positions set out in the Schedule hereto, subject to the following conditions:

- (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.

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

Dated at the City of Toronto, this 31 day of July 2020



Lilian Ma  
Executive Director - Canadian Race Relations Foundation

# APPENDIX B

## Statistical Report on the Access to Information Act

Name of institution: Canadian Race Relations Foundation

Reporting period: 2019-04-01 to 2020-03-31

### Part 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	0
Closed during reporting period	0
Carried over to next reporting period	0

#### 1.2 Sources of requests

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

#### 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

## 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>	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	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
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	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0



### 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)	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)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
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						

### 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	0	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

#### 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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	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	0	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>	0	0	0	0	0	0	0	0	0	0

#### 3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
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
<b>Total</b>	0	0	0	0	0

### 3.6 Closed requests

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

	<b>Requests closed within legislated timelines</b>
<b>Number of requests closed within legislated timelines</b>	0
<b>Percentage of requests closed within legislated timelines (%)</b>	0

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting legislated timelines

<b>Number of Requests Closed Past the Legislated Timelines</b>	<b>Principal Reason</b>			
	<b>Interference with Operations / Workload</b>	<b>External Consultation</b>	<b>Internal Consultation</b>	<b>Other</b>
0	0	0	0	0

#### 3.7.2 Requests closed beyond legislated timelines (including any extension taken)

<b>Number of Days Past Legislated Timelines</b>	<b>Number of Requests Past Legislated Timeline Where No Extension Was Taken</b>	<b>Number of Requests Past Legislated Timeline Where an Extension Was Taken</b>	<b>Total</b>
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	0	0
Disclosed in part	0	0	0	0
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
<b>Total</b>	0	0	0	0

### 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	0	0	0	0
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>	0	0	0	0

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0	0	\$0
Other fees	0	\$0	0	\$0
<b>Total</b>	0	\$0	0	\$0

## 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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the 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	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

### 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	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	0	0	0	0

### Section 9: Court action

#### 9.1 Court actions on complaints received before the coming into force of Bill C-58 and on-going

Section 41 (before C-58)	Section 42	Section 44
0	0	0

#### 9.2 Court actions on complaints received after the coming into force of Bill C-58

Section 41 (after the coming into force of Bill C-58)				
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		\$2,200
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$2,200</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.02
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.02</b>



## 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**

	Number of requests
Received from 2019-04-01 to 2020-03-13	0
Received from 2020-03-14 to 2020-03-31	0
<b>Total<sup>1</sup></b>	0

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**

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

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**

	Number of requests
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	0
Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
<b>Total<sup>3</sup></b>	0

## APPENDIX C

### DISCREPANCIES

#### **Statistical report**

Part VIII Method of access

During the fiscal year 2019-20 Canadian Race Relations Foundation received no requests.