



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

ACCESS TO INFORMATION ACT

The Canadian Race Relations Foundation

Annual Report to Parliament

April 1, 2022 to March 31, 2023

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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 ATI Act for the fiscal year commencing April 1, 2022 and ending March 31, 2023.

THE PURPOSE OF THE ACCESS TO INFORMATION ACT

This annual report is prepared and tabled in Parliament in accordance with section 94 of the ATI Act. The purpose of the ATI Act is to provide Canadian citizens, permanent residents and any individual or corporation present in Canada the right to access information contained in records under the control of most government institutions and certain other organizations created by Parliament, such as the CRRF. 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.

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 1991 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 Canadian Heritage, 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 but its activities are national in scope.

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 2022-2023, 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. The staff complement of the CRRF during the period under review was twenty (20) full-time, in addition to the Executive Director.

Section 96 of the Act authorizes a government institution to provide services related to any power, duty or function conferred or imposed on the head of a government institution under the Act to another government institution that is presided over by the same Minister or that is under the responsibility of the same Minister and may receive such services from any other such government institution. Such services may be provided only if the government institution enters into a written agreement with the other institution. During the reporting period, the CRRF was not subject to any service agreements under section 96 of the ATI Act.

ACCESS TO INFORMATION AND PRIVACY STRUCTURE

The Director of Finance and Administration assumes the role of the CRRF's Access to Information and Privacy (ATIP) Coordinator, and leads the coordination of activities related to ATI Act, including the response to information requests. During the reporting period, a part-time ATIP consultant supported the ATIP Coordinator with various activities on an as needed basis.

Part 2 of the ATI Act requires the CRRF to proactively publish travel and hospitality expenses and reports tabled in Parliament pursuant to sections 82, 83 and 84. The Director of Finance and Administration is responsible for fulfilling proactive publication requirements on behalf of the CRRF.

STATEMENT OF DELEGATION ORDER

A Delegation Order has been granted under the ATI 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 2022-2023 reporting period, the CRRF received one (1) formal request under the ATI Act , from the public, which was carried forward within the legislative timeline to the next reporting period. As such, one request remained active as of March 31, 2023. Two requests carried forward from the prior reporting period, 2021/2022, were closed in April 2022 and there are no active requests outstanding from any previous reporting periods.

During the 2022-2023 reporting period, the CRRF received one (1) informal request which was carried forward to the next reporting period.

There was no impact of COVID-19-related measures on the CRRF's ability to fulfill its ATI Act responsibilities. Related mitigation measures were therefore not required.

Please see Appendix B for the completed form: Statistical Report on the *the ATI Act*.

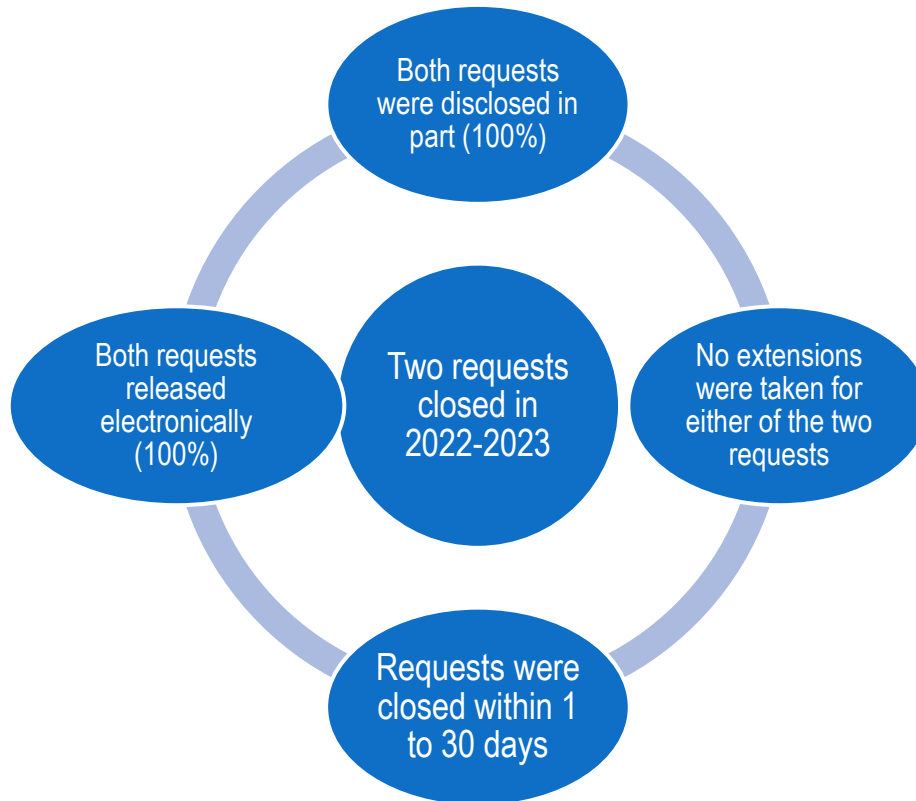
NUMBER OF REQUESTS RECEIVED

The table below shows the annual volume of the requests under the ATI 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
2022-23	2	1	2	1	0
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 2022-2023 request volume decreased 86% compared to the previous 3-year average, with the number of requests received decreasing to one from seven in the prior reporting period. In this reporting period, two requests carried forward from 2021-2022 were disclosed within legislative timelines and one request was carried forward to the next reporting period.



No consultations were received from other government institutions and/or organizations.

EXEMPTION

In 2022-2023, the CRRF invoked two exemptions as per specific section 19(1) Personal information of the Access to Information Act.

TRAINING AND AWARENESS

No formal training or awareness activities were delivered to CRRF staff during the reporting period, including in relation to Part 2 of the ATI Act. CRRF's part-time ATIP consultant provided advisory and awareness services to employees on an as needed basis.

SIGNIFICANT ORGANIZATIONAL CHANGES

During the period covered by this report, CRRF increased its personnel capacity to twenty-four (24) full time staff by creating seven (7) new positions. This was as a result of \$11 million 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, GUIDELINES, PROCEDURES AND INITIATIVES

No changes to report.

SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINS

No complaints were received or concluded during the reporting period.

INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

The ATIP Coordinator regularly participates in TBS ATIP community meetings to receive relevant information in support of the CRRF's ATIP compliance obligations.

PROACTIVE PUBLICATION UNDER PART 2 OF THE ACT

The CRRF is a government institution as defined in section 3 of the ATI Act, and for the purposes of the proactive publication requirements under Part 2. The CRRF is subject to:

- Section 82: Travel expenses
- Section 83: Hospitality expenses
- Section 84: Reports tabled in Parliament

The CRRF's proactively published travel and hospitality expenses pursuant to sections 82 and 83 of the Act are available at the following link:

<https://crrf-fcrr.ca/transparency/disclosure-of-travel-expenses/>

The CRRF's proactively published reports pursuant to section 84 of the Act are available at the following links:

<https://crrf-fcrr.ca/annual-reports-financial-statements/>

<https://crrf-fcrr.ca/privacy-policy/>

MONITORING COMPLIANCE

The CRRF receives a modest number of requests year over year. As such, no formal policy has been established for the monitoring of request timelines, the need to limit inter-institutional consultations, or in regard to frequently requested subject matter with a view to making that information available by other means, if feasible. The ATIP Coordinator carefully tracks request processing timelines, as needed.

While there was no formal monitoring in place regarding access to information and privacy clauses in contracts and agreements, the CRRF worked to include more detailed clauses in its contracts and agreement during the reporting period, on an adhoc basis. Work will continue in the 2023-2024 reporting period, in an effort to standardize these clauses.

Regarding the accuracy and completeness of proactively published information under Part 2 of the ATI Act, The Director of Finance and Administration and Finance Assistant leverage an automated reminder system to ensure obligations are fulfilled.

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.

ACCESS TO INFORMATION COMPLAINTS, AUDITS, ETC.

No complaint was received during this period. There are no complaints that are outstanding from previous reporting periods.

APPEALS TO FEDERAL COURT/ FEDERAL COURT OF APPEAL

Nothing to report and nothing outstanding from previous reporting periods.

APPENDIX A- Delegation Order

CANADIAN RACE RELATIONS FOUNDATION

Delegation Order under the *Access to Information Act and the Privacy Act for 2022/23 reporting period*

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 and Regulations</i>	<i>Privacy Act and Regulations</i>
Director, Finance and Administration	Full authority	Full authority

Dated at the City of Toronto, this 1 day of April 2022



Mohammed Hashim 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: 2022-04-01 to 2023-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		2
Carried over to next reporting period		1
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	0
Total	1

1.3 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

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	0	0	0	0	0	0	0	0
Disclosed in part	0	2	0	0	0	0	0	2
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	2	0	0	0	0	0	2

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)	2	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	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	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	2	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
2	2	2

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	0	0	0	0	0	0	0	0
Disclosed in part	2	2	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	2	2	0	0	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	2
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	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
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	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	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	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	1	\$5.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	1	\$5.00	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		\$2,700
Overtime		\$0
Goods and Services		\$1,800
• Professional services contracts	\$1,800	
• Other	\$0	
Total		\$4,500

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.020
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.010
Students	0.000
Total	0.030

Note: Enter values to three decimal places.