



Canadian  
human rights  
commission

Commission  
canadienne des  
droits de la personne

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**CANADIAN HUMAN RIGHTS COMMISSION**

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**ANNUAL REPORT**

***ACCESS TO INFORMATION ACT***

**April 1, 2015 to March 31, 2016**

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## 1. INTRODUCTION

This is the 32<sup>nd</sup> Annual Report to Parliament submitted by the Canadian Human Rights Commission (the Commission) pursuant to subsection 72(1) of the *Access to Information Act* (ATIA).

The purpose of the ATIA is to provide a right of access to records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The Commission's founding legislation inspires a vision for Canada in which "all individuals should have an opportunity equal with other individuals to make for themselves the lives that they are able and wish to have," free from discrimination.

The Commission promotes the core principle of equal opportunity and works to prevent and remedy discrimination in Canada by:

- promoting the development of human rights cultures;
- understanding human rights through research and policy development;
- protecting human rights through effective case and complaint management; and
- representing the public interest to advance human rights for all Canadians.

The Commission leads the administration of the *Canadian Human Rights Act* (CHRA) and ensures compliance with the *Employment Equity Act* (EEA.) The CHRA prohibits discrimination on the grounds of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for which a pardon has been granted. It provides a fair, accessible and effective complaints resolution mechanism whereby Canadians can raise allegations of discrimination. The EEA promotes equality in the workplace for four designated groups: women, Aboriginal people, persons with disabilities, and members of visible minorities.

The Commission develops and disseminates regulations, policies and knowledge; initiatives to prevent discrimination; and dispute resolution services to help address inquiries and complaints. It works with employers, service providers, individuals, unions, governmental and non-governmental organizations, and provincial/territorial and international human rights bodies to foster understanding and a commitment to achieving a society that respects human rights in everyday practice.

The Commission is responsible for developing and implementing information programs to foster public understanding of the CHRA and of the role and activities of the Commission. The Commission also undertakes and sponsors research programs related to its duties and functions under the CHRA. The Commission receives and processes human rights complaints. Throughout this process, the Commission encourages settlements by providing opportunities for dialogue and mediation. Under the EEA, the Commission audits federally regulated employers to ensure that they are providing equal opportunities for employment.

## 2. ORGANIZATIONAL STRUCTURE

The Commission is structured in the following way:

**The Human Rights Protection Branch** administers the *Canadian Human Rights Act* and protects individuals from discrimination through a fair, accessible and effective complaints process, from first contact through to litigation. The process includes intake, mediation, section 40/41 analysis, investigation, conciliation, and litigation. The Branch also conducts compliance audits to ensure that employers subject to the *Employment Equity Act* meet its requirements. In addition, the Branch also responds to requests from the public for information under the *Access to Information Act* and the *Privacy Act*. The Branch is made up of the following divisions:

- Resolution Services Division
- Investigations Division
- Employment Equity Compliance Division
- Legal Services Division

The Branch also includes the ATIP Services unit and the Commission meetings unit. Through all its integrated functions, the Branch represents the public interest and advances human rights for all Canadians.

**The Human Rights Promotion Branch** advances human rights principles and encourages best practices among employers, service providers, Aboriginal communities and the general public in Canada and abroad. The goal is to raise awareness of and respect for the *Canadian Human Rights Act* and the *Employment Equity Act*. The Branch engages with stakeholders, identifies systemic human rights issues, and conducts and supports research. The branch develops practical tools and research reports that can be used by organizations, employers, and service providers to promote human rights and to prevent discrimination.

**The Communications and Outreach Branch** is responsible for ensuring that the Commission communicates to its audiences in a clear, concise, timely, and accurate manner. Communications leads the design, production and distribution of all communications tools and products. It provides information to the public through media engagement, the Commission website, and social media platforms.

**The Corporate Management Branch** provides services in the areas of human resources, planning (including estimates reports to Parliament), internal audit and evaluation, finance, assets management, security, telecommunications, information management and information technology. It also provides various services to the Office of the Public Sector Integrity Commissioner, the Office of the Commissioner of Lobbying and the Indian Residential Schools Truth and Reconciliation Commission.

### 3. ORGANIZATION OF ACTIVITIES

The Access to Information and Privacy Office (ATIP) is comprised of an Analyst and an ATIP Coordinator.

The deputy head of the Commission, the Chief Commissioner, has delegated her decision-making authority under the *Access to Information Act* (ATIA) to the Executive Director during this reporting year. The power to process requests is delegated to the ATIP Office. As the functional delegate, the Executive Director oversees the processing of requests and the handling of complaints. The ATIP Office is organizationally housed within the Legal Services Division at the Commission. The Director of Legal Services manages the financial and human resources of the ATIP Office and reviews and assists with complex requests and complaints. Specialized legal advice is provided through Corporate Legal Counsel.

The ATIP Coordinator has a number of duties including managing the processing of requests and complaints, providing policy and processing advice to the ATIP delegate and Commission staff and supervision of the ATIP Analyst. The ATIP Analyst is responsible for a number of tasks including the coordination of retrievals from OPIs, reviewing requests, entering all essential data in AccessPro Case Management Program and preparing packages for the ATIP delegate and requester.

The ATIP Office is responsible for providing quality service to the public and to Commission staff. The ATIP Office begins the process by coordinating the records retrieval. When a request comes in, the ATIP Office starts by sending it to the appropriate Departmental Head, also referred to as the Office of Primary Interest (OPI). The OPI will then send the request to his/her staff to see if they have relevant documents. Should the request not be clear, the OPI will then seek clarification from the ATIP Office. Once the employees have gathered the records, they forward the information to their managers who in turn may make recommendations to the OPI and to the ATIP Office.

The ATIP Office then continues the process of triaging/scanning/indexing records, reviews all records, consults/liases/negotiates with other government departments or third parties, provides an in-depth analysis, and, prepares the final release package which is subsequently sent to the Executive Director for final approval and signature. The approved release package is then returned to the ATIP Office to prepare the package for mailing.

The ATIP Office also deals with complaints from the Office of the Information Commissioner. Furthermore, the ATIP Office provides formal ATIP training to all staff; compiles statistics; and prepares reports (Info Source, *Access to Information Act* (ATIA) Annual Report).

As per the new Treasury Board Secretariat of Canada requirement, the ATIP Office also prepares the text of summaries of completed access to information requests to be posted on the Open-Canada website. <http://registry.statcan.gc.ca/en/organization>

#### **4. SIGNED DELEGATION ORDER**

The Delegation Order sets out the powers, duties and functions for the administration of the ATIA that have been delegated by the head of the institution, the Chief Commissioner.

Attached is the Signed Delegation Order - Appendix A.

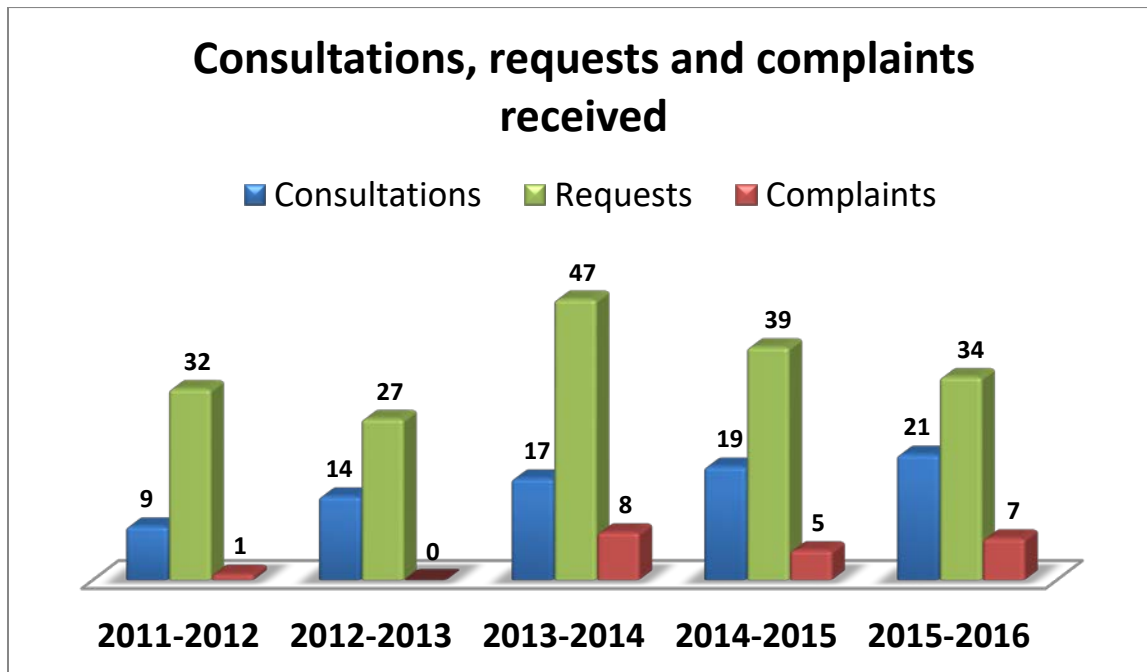
## 5. STATISTICAL REPORT

During the period under review, April 1, 2015 to March 31, 2016, the Commission received **34 new requests** plus 3 that were brought forward from the previous year making a **total of 37**. Of the new 37 requests, 1 was from media; 3 were from the academia; 9 were from business (private sector); and, 27 were from the public.

A total of 36 requests were completed in 2015-2016 while the last 1 is to be completed in fiscal year 2016-2017. During this fiscal year, there was no trend to report. For the 34 new requests received during the period of April 1, 2015 and March 31, 2016, a total of 14,055 pages were reviewed.

Of the 36 completed requests:

- 9 completed requests were fully disclosed;
- 16 requests were partially disclosed;
- 1 request was all exempted;
- 5 were no records existed;
- 1 neither confirmed nor denied; and, finally
- 4 requests were abandoned.



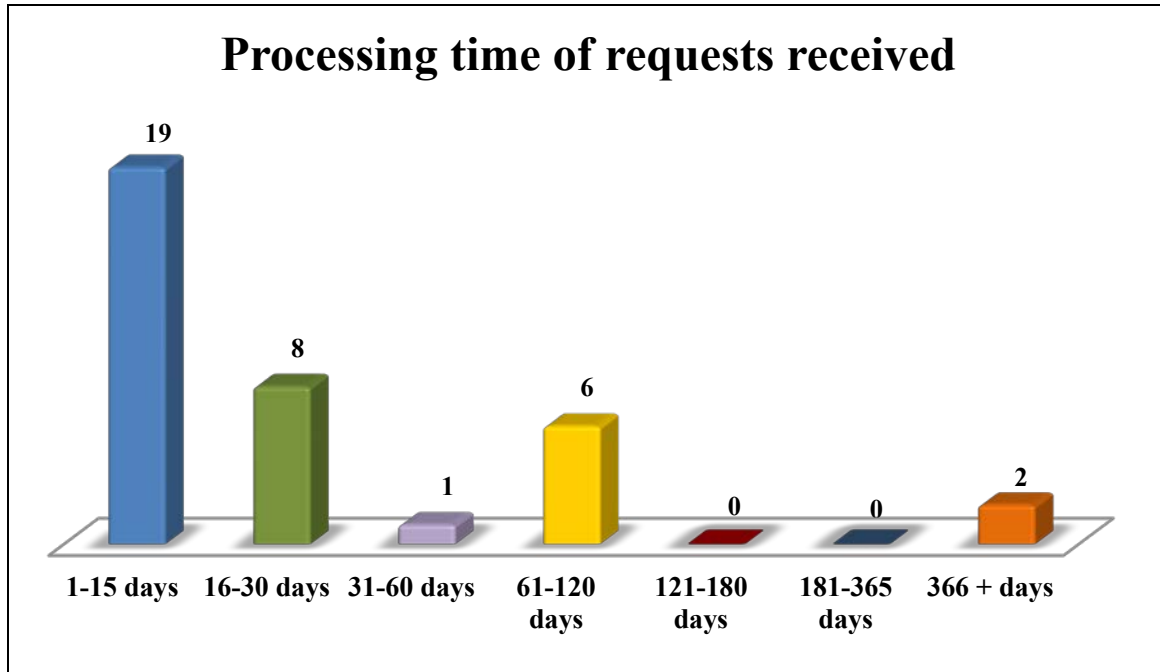
The Commission also processed **21 consultation requests** from other institutions for review of records originating from the Commission for a total of 1060 pages.

The Commission also received **24 informal requests** which were all closed.



The completion times for the 36 requests were as follows:

- 19 requests took 1 to 15 days;
- 8 requests took 16 to 30 days;
- 1 request took 31 to 60 days;
- 6 requests took 61 to 120 days;
- 0 request took 121 to 180 days;
- 0 request took 181 to 365 days; and finally,
- 2 requests took more than 365 days.



The Commission is committed to completing requests in a timely fashion. The Commission asked for extensions of time when necessary and had to go beyond the statutory extension timeline in three (3) cases (one in the 31-60 days and two in the 366 + days). The reason for the delay in those cases is as follows:

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
3	0	3	0	0

The reasons for the delay in processing the request that took between 61-120 days was because meeting the original time limit would unreasonably interfere with the operations of the ATIP Office. As well, some requests were over a thousand pages which is considered big for our small Office and consultations were necessary to comply with the requests that could not reasonably be completed within the original time limit.

Partial exemptions claimed under the ATIA were invoked in 18 requests. For some requests, more than one exemption were invoked.

SECTIONS OF THE ATIA USED IN PARTIAL EXEMPTIONS	NUMBER OF REQUESTS
<p><b><u>Section 15</u></b> – International affairs and defence – where the head of a government institution may refuse to disclose any record requested under this Act that contains information the disclosure of which could reasonably be expected to be injurious to the conduct of international affairs, the defence of Canada or any state allied or associated with Canada or the detection, prevention or suppression of subversive or hostile activities, including, without restricting the generality of the foregoing, any such information</p> <p>(a) relating to military tactics or strategy, or relating to military exercises or operations undertaken in preparation for hostilities or in connection with the detection, prevention or suppression of subversive or hostile activities;</p> <p>(b) relating to the quantity, characteristics, capabilities or deployment of weapons or other defence equipment or of anything being designed, developed, produced or considered for use as weapons or other defence equipment;</p> <p>(c) relating to the characteristics, capabilities, performance, potential, deployment, functions or role of any defence establishment, of any military force, unit or personnel or of any organization or person responsible for the detection, prevention or suppression of subversive or hostile activities;</p> <p>(d) obtained or prepared for the purpose of intelligence relating to</p> <p style="padding-left: 20px;">(i) the defence of Canada or any state allied or associated with Canada, or</p> <p style="padding-left: 20px;">(ii) the detection, prevention or suppression of subversive or hostile activities;</p> <p>(e) obtained or prepared for the purpose of intelligence respecting foreign states, international organizations of states or citizens of foreign states used by the Government of Canada in the process of deliberation and consultation or in the conduct of international affairs;</p> <p>(f) on methods of, and scientific or technical equipment for, collecting, assessing or handling information referred to in paragraph (d) or (e) or on sources of such information;</p> <p>(g) on the positions adopted or to be adopted by the Government of Canada, governments of foreign states or international organizations of states for the purpose of present or future international negotiations;</p> <p>(h) that constitutes diplomatic correspondence exchanged with foreign states or international organizations of states or official correspondence exchanged with Canadian diplomatic missions or consular posts abroad; or</p> <p>(i) relating to the communications or cryptographic systems of Canada or foreign states used</p> <p style="padding-left: 20px;">(i) for the conduct of international affairs,</p> <p style="padding-left: 20px;">(ii) for the defence of Canada or any state allied or associated with Canada, or</p> <p style="padding-left: 20px;">(iii) in relation to the detection, prevention or suppression of subversive or hostile activities.</p>	4

SECTIONS OF THE ATIA USED IN PARTIAL EXEMPTIONS	NUMBER OF REQUESTS
<p><b><u>Subdivision 16(1)(b)</u></b> – Law enforcement and investigations – where the head of a government institution may refuse to disclose any record requested under this Act that contains</p> <p><b>(b)</b> information relating to investigative techniques or plans for specific lawful investigations.</p>	1
<p><b><u>Subsection 16(2)</u></b> – Law enforcement and investigations – Security – where the head of a government institution may refuse to disclose any record requested under this Act that contains information that could reasonably be expected to facilitate the commission of an offence, including, without restricting the generality of the foregoing, any such information</p> <p><b>(a)</b> on criminal methods or techniques;</p> <p><b>(b)</b> that is technical information relating to weapons or potential weapons; or</p> <p><b>(c)</b> on the vulnerability of particular buildings or other structures or systems, including computer or communication systems, or methods employed to protect such buildings or other structures or systems.</p>	1
<p><b><u>Subsection 19(1)</u></b> – Personal information – where the head of a government institution shall refuse to disclose any record requested under this Act that contains personal information as defined in section 3 of the <i>Privacy Act</i>.</p>	13
<p><b><u>Paragraph 20(1)(b)</u></b> – Third party information – where the head of a government institution shall refuse to disclose any record requested under this Act that contains</p> <p><b>(b)</b> financial, commercial, scientific or technical information that is confidential information supplied to a government institution by a third party and is treated consistently in a confidential manner by the third party</p>	1
<p><b><u>Subparagraph 20(1)(b.1)</u></b> – Third party information – where the head of a government institution shall refuse to disclose any record requested under this Act that contains</p> <p><b>(b.1)</b> information that is supplied in confidence to a government institution by a third party for the preparation, maintenance, testing or implementation by the government institution of emergency management plans within the meaning of section 2 of the <a href="#">Emergency Management Act</a> and that concerns the vulnerability of the third party’s buildings or other structures, its networks or systems, including its computer or communications networks or systems, or the methods used to protect any of those buildings, structures, networks or systems.</p>	1
<p><b><u>Paragraph 20(1)(c)</u></b> – Third party information – where the head of a government institution shall refuse to disclose any record requested under this Act that contains</p> <p><b>(c)</b> information the disclosure of which could reasonably be expected to result in material financial loss or gain to, or could reasonably be expected to prejudice the competitive position of a third party</p>	1

SECTIONS OF THE <i>ACCESS TO INFORMATION ACT</i> USED IN PARTIAL EXEMPTIONS	NUMBER OF REQUESTS
<p><b><u>Paragraph 20(1)(d)</u></b> – Third party information – where the head of a government institution shall refuse to disclose any record requested under this Act that contains</p> <p><b>(d)</b> information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of a third party</p>	1
<p><b><u>Paragraph 21(1)(a)</u></b> – Advice, etc. – where the head of a government institution may refuse to disclose any record requested under this Act that contains</p> <p><b>(a)</b> advice or recommendations developed by or for a government institution or a minister of the Crown</p>	2
<p><b><u>Paragraph 21(1)(b)</u></b> – Advice, etc. – where the head of a government institution may refuse to disclose any record requested under this Act that contains</p> <p><b>(b)</b> an account of consultations or deliberations in which directors, officers or employees of a government institution, a minister of the Crown or the staff of a minister participate,</p>	1
<p><b><u>Paragraph 21(1)(c)</u></b> – Advice, etc. – where the head of a government institution may refuse to disclose any record requested under this Act that contains</p> <p><b>(c)</b> positions or plans developed for the purpose of negotiations carried on or to be carried on by or on behalf of the Government of Canada and considerations relating thereto</p>	1
<p><b><u>Section 23</u></b> – Solicitor-client privilege – where the head of a government institution may refuse to disclose any record requested under this Act that contains</p> <p>information that is subject to solicitor-client privilege.</p>	11
<p><b><u>Section 24</u></b> – Statutory prohibitions against disclosure – where the head of a government institution shall refuse to disclose any records requested under this Act that contains</p> <p>information the disclosure of which is restricted by or pursuant to any provision set out in Schedule II.</p>	3

Attached is a statistical report on the *Access to Information Act* (Appendix B attached).

**\*\*NOTE: Legal Advice Sought**

Legal advice was requested and provided but not tracked.

## **6. EDUCATION AND TRAINING ACTIVITIES**

The ATIP Office continues to provide policy and processing advice to Commission staff on the ATIA as needed.

The ATIP Office is developing an online training program for Commission staff. Once completed, the online training will be mandatory. The ATIP Office will keep records in order to ensure that all existing staff and new recruits receive the training. It is anticipated that the course development will be completed by Fall 2016.

Employees wanting more training for their personal and professional development are also referred to the Treasury Board Secretariat training calendar and to the University of Alberta's ATIP program.

## **7. INSTITUTIONAL POLICIES AND PROCEDURES**

The functioning of the ATIP Office is governed by the Treasury Board Secretariat's Policies.

There is an on-going review and business re-engineering of the Commission's practices with regards to the access to information requests. This review serves to improve our policies and practices. To make the ATIP functions operate more smoothly, we continue to develop new procedures to take into account the complexity of the requests so that we can achieve our goal of meeting the prescribed deadlines.

The Commission has developed a new procedures manual that is in the process of being finalized.

## 8. ACCESS TO INFORMATION ACT COMPLAINTS

There were 6 new complaints for 2015-2016 fiscal year and 4 carried forward from previous years making a total of 10. Of the 10 complaints, 2 were closed and 8 will carry forward to the 2016-2017 fiscal year.

The key issues were as follows:

COMPLAINTS CARRIED FORWARD FROM PREVIOUS YEAR 2012-2014	REASON FOR COMPLAINT	STATUS
3 Received April 16, 2012  Received July 25, 2013  Received February 24, 2014	Refusal Exemption	Ongoing  Closed – February 17, 2016 Not well founded No action required  Ongoing
COMPLAINTS CARRIED FORWARD FROM PREVIOUS YEAR 2014-2015	REASON FOR COMPLAINT	STATUS
1 Received August 12, 2014	Refusal Exemption	Ongoing
COMPLAINTS CARRIED FORWARD FROM PREVIOUS YEAR 2015-2016	REASON FOR COMPLAINT	STATUS
1 Received July 6, 2015	Refusal General	Ongoing
3 Received April 29, 2015  Received August 4, 2015  Received January 26, 2016	Refusal Exemptions	Ongoing  Ongoing  Ongoing
1 Received December 15, 2015	Miscellaneous	Ongoing
1 Received July 30, 2015	Extensions	Closed – March 22, 2016 Discontinued No action required

## **9. TIME TO PROCESS A REQUEST**

Requests are monitored daily and information about the different processing stages is entered into the Commission's AccessPro Suite system.

Delays in processing requests primarily occur when consultations are needed. When it appears that a delay in processing a request is inevitable, the ATIP Analyst will contact the requester. If the requester cannot be reached, the ATIP Coordinator will then be notified of any concerns. The ATIP Delegate, currently the Commission's Executive Director, is then notified of the steps taken to ensure that the request is being processed in a reasonable time frame.

The Executive Director will decide next steps as needed and will bring any issues to the Chief Commissioner as needed.

# APPENDIX A



## ***Access to Information Act and Privacy Act Delegation Order***

### ***Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels***

The Acting Chief Commissioner, Canadian Human Rights Commission, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying the positions on an acting basis, to exercise the powers and functions of the Chief Commissioner as the head of a government institution, under the section of the Act set out in the schedule opposite each position. This delegation replaces any and all previous designations/delegations.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, le président par intérim, Commission canadienne des droits de la personne délègue aux titulaire des postes mentionnés aux annexes ci-après, ainsi qu'aux personnes occupant a titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace et annule toute désignation/délégation précédentes.

<b>Position/Poste</b>	<b><u>Schedule/Annexe</u></b>	
	<b><i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i></b>	<b><i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i></b>
<b>Senior General Counsel / Avocate générale principale</b>	<b>Full Authority / Autorité absolue</b>	<b>Full Authority / Autorité absolue</b>
<b>Coordinator, Access to Information and Privacy / Coordinateur(trice), l'accès à l'information et de la protection des renseignements personnels</b>	<b>8(4), 9(1), 9(4), 10, 14(b), 15, 17(1), 17(2)<sup>c</sup>, 17(3)<sup>c</sup>, 31, 33(2), 77</b>	<b>4(2.1), 7(b), 8(1), 9, 11, 12(1), 12(2)<sup>c</sup>, 12(3)<sup>c</sup>, 26, 27(1), 27(4), 28(4), 33, 35(2), 43(1), 44(2), 71(1), 77</b>

<sup>c</sup> Delegation conditional on consultation with Executive Director / Délégation conditionnelle sur la consultation au Directeur Exécutif.

Dated, at the City of Ottawa,  
this 20 day of JUNE, 2016

Daté à la ville d'Ottawa,  
ce 20<sup>e</sup> jour de JUIN, 2016

LA PRÉSIDENTE  
MARIE-CLAUDE LANDRY, Ad. E.



MARIE-CLAUDE LANDRY, Ad. E.  
CHIEF COMMISSIONER

**Powers, duties and functions delegated pursuant to Section 73 of the *Access to Information Act* - Canadian Human Rights Commission /**  
**Délégation des pouvoirs, fonctions et attributions en vertu de l'article 73 de la *Loi sur l'accès à l'information* - Commission canadienne des droits de la personne**

Section / L'article	Description	Executive Director / Directeur Exécutif	Access to Information and Privacy Coordinator / Accès à l'information et protection des renseignements personnels
4(2.1)	Responsibility of head of government institution to make reasonable effort to provide access/ Responsabilité du dirigeant de l'institution fédérale de faire tous les efforts raisonnables pour communiquer les documents	X	X
7(a)	Notify requestor whether or not access to be given / Aviser le requérant si le document sera communiqué ou non dans le cas échéant	X	
7(b)	Where access is to be given, give the person who made the request access to the record or part thereof / Donner communication totale ou partielle du document dans le cas échéant.	X	X
8(1)	Transfer to and transfer from institution / Transmission de la demande	X	X
9	Extension of time limits / Prorogation du délai	X	X
11	Assess fees / Frais additionnels de traitement	X	X
12(1)	Form of Access / Exercice de l'accès	X	X
12(2)	Language of access / Langue de la communication	X	X <sup>C</sup>
12(3)	Access to record in alternative format / Communication sur un support de substitution	X	X <sup>C</sup>
13	Denial of access – Information obtained in confidence / Refus de communication – Renseignements obtenus à titre confidentiel	X	
14	Denial of access – Federal-Provincial / Refus de communication – Affaires fédéro-provinciales	X	
15	Denial of access – International Affairs and Defence / Refus de communication – Affaires internationales et défense	X	
16	Denial of access – Law enforcement and investigation / Refus de communication – Enquêtes	X	

<sup>C</sup> Delegation conditional on consultation with Executive Director /  
Délégation subordonnée à la consultation avec le Directeur Exécutif

Section / L'article	Description	Executive Director / Directeur Exécutif	Access to Information and Privacy Coordinator / Accès à l'information et protection des renseignements personnels
	et respect des lois		
16.5	Denial of access - <i>Public Servants Disclosure Protection Act</i> / Refus de communication - <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	X	
17	Denial of access – Safety of Individuals / Refus de communication – Sécurité des individus	X	
18	Denial of access – Economic interests of Canada / Refus de communication – Intérêts économiques du Canada	X	
18.1	Denial of access – Economic interests of certain government institutions / Refus de communication – Intérêts économiques du Canada de certaines institutions fédérales	X	
19	Denial of access – Personal Information / Refus de communication – Renseignements personnels	X	
20	Denial of access – Third party information / Refus de communication – Renseignements de tiers	X	
21	Denial of access – Advice / Refus de communication – Avis	X	
22	Denial of access – Testing procedures / Refus de communication – Examen et vérifications	X	
22.1	Denial of access – Internal audits / Refus de communication – Vérifications internes	X	
23	Denial of access – Solicitor-client privilege / Refus de communication – Secret professionnel des avocats	X	
23	Waive solicitor-client privilege / Renonciation au secret professionnel des avocats	X	
24	Denial of access – Statutory prohibitions / Refus de communication – Interdictions fondées sur d'autres lois	X	
25	Severance / Prélèvement	X	
26	Denial of access – Information to be published / Refus de communication – Publication	X	X
27(1)	Notify third parties of intent to disclose information / Aviser les tiers de l'intention de divulger des renseignements	X	X

Section / L'article	Description	Executive Director / Directeur Exécutif	Access to Information and Privacy Coordinator / Accès à l'information et protection des renseignements personnels
27(4)	Extend time limit for third parties / Prorogation de délai accordé à un tiers	X	X
28(1)	Decide to disclose information after third party representation / Décider de communiquer des renseignements suite aux observations d'un tiers	X	
28(2)	Waive requirement for representations to be made in writing / Autoriser une présentation orale	X	
28(4)	Where decision made to disclose under 28(1)(b), provide requestor access to the record forthwith on completion of 20 days after notice given / Dans les cas où il décide, en vertu de l'alinéa (1)(b), de donner communication du document à la personne qui en a fait la demande, donner suite à sa décision dès l'expiration des vingt jours suivant la transmission de l'avis prévu à cet alinéa.	X	X
29(1)	Disclosure on recommendation of Information Commissioner / Communication suite à une recommandation du Commissaire à l'information	X	
33	Advise Information Commissioner of third party involvement / Avis au Commissaire à l'information de la participation d'un tiers	X	X
35(2)	Right to make representations / Droit de présenter des observations	X	X
37(4)	Access to be given to complainant / Communication accordée au plaignant	X	
43(1)	Notice to third party of application to Federal Court for review / Avis au tiers (révision par la Cour fédérale)	X	X
44(2)	Notice to requestor of application to Federal Court by third party / Avis au demandeur (demande de révision par la Cour fédérale faite par un tiers)	X	X
52(2) and (3)	Special rules for hearings related to international affairs and defence / Règles spéciales pour l'audition des causes au sujet des Affaires internationales et défense	X	
69	Denial of access – Cabinet confidences / Refus de communication – Documents confidentiels du Cabinet	X	

Section / L'article	Description	Executive Director / Directeur Exécutif	Access to Information and Privacy Coordinator / Accès à l'information et protection des renseignements personnels
71(1)	Provide facilities at the institution where the public may inspect any manuals used by employees of the institution that affect the public / Fournir des installations de consultation par le public des manuels dont se servent les fonctionnaires qui touchent le public.	X	X
71(2)	Exempt information severed from manuals / Prélèvement des renseignements visés par une exception des manuels	X	
72	Report to Parliament / Rapport au Parlement	X	
77	Responsibilities conferred on the head of the institution by the Regulations made under section 77 which are not included above / Responsabilités attribuées au responsable de l'institution par règlement fait en vertu de l'article 77 qui ne sont pas incluses ci-dessus	X	X

# APPENDIX B



## Statistical Report on the Access to Information Act

Name of institution: Canadian Human Rights Commission

Reporting period: 2015-04-01 to 2016-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	34
Outstanding from previous reporting period	3
<b>Total</b>	<b>37</b>
Closed during reporting period	36
Carried over to next reporting period	1

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	3
Business (private sector)	9
Organization	0
Public	21
Decline to Identify	0
<b>Total</b>	<b>34</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.

## Part 2: Requests Closed During the Reporting Period

### 2.1 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	6	2	0	1	0	0	0	9
Disclosed in part	6	3	1	5	0	0	1	16
All exempted	1	0	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	4	1	0	0	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	2	0	0	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	1	1
<b>Total</b>	<b>19</b>	<b>8</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>36</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	1	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)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
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)	1	16.1(1)(d)	0	19(1)	13	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	0	23	11
15(1) - Def.*	1	16.3	0	20(1)(b)	1	24(1)	3
15(1) - S.A.*	1	16.4(1)(a)	0	20(1)(b.1)	1	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	1						
16(1)(c)	0						
16(1)(d)	0						

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



## 2.3 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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	9
Disclosed in part	0	0	16
<b>Total</b>	0	0	25

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	416	307	9
Disclosed in part	13268	11541	16
All exempted	371	0	1
All excluded	0	0	0
Request abandoned	0	0	4
Neither confirmed nor denied	0	0	1

### 2.5.2 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	168	1	139	0	0	0	0	0	0
Disclosed in part	2	76	7	1266	3	1583	3	3564	1	5052
All exempted	0	0	1	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	1	0	0	0	0	0	0	0	0	0
<b>Total</b>	15	244	9	1405	3	1583	3	3564	1	5052

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	5	0	0	3	8
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	5	0	0	3	8

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
3	0	3	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	1	0	1
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	2	0	2
<b>Total</b>	3	0	3

### 2.7 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

## Part 3: Extensions

### 3.1 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	2	0	4	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>	2	0	4	0

### 3.2 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	1	0
61 to 120 days	1	0	3	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>	2	0	4	0

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	33	\$165	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	33	\$165	0	\$0

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 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	21	1060	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	21	1060	0	0
Closed during the reporting period	20	1059	0	0
Pending at the end of the reporting period	1	1	0	0

### 5.2 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	11	1	0	0	0	0	0	12
Disclose in part	8	0	0	0	0	0	0	8
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>	19	1	0	0	0	0	0	20

### 5.3 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

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 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

### 6.2 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

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
6	1	0	7

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

**Part 9: Resources Related to the Access to Information Act**

**9.1 Costs**

Expenditures		Amount
Salaries		\$240,862
Overtime		\$0
Goods and Services		\$3,220
• Professional services contracts	\$2,345	
• Other	\$875	
<b>Total</b>		<b>\$244,082</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.00
Part-time and casual employees	1.84
Regional staff	0.00
Consultants and agency personnel	1.00
Students	0.00
<b>Total</b>	<b>4.84</b>

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