

Civilian Review and
Complaints Commission
for the RCMP



Commission civile d'examen
et de traitement des plaintes
relatives à la GRC

Access to Information Act

Annual Report

**Civilian Review and Complaints Commission
for the Royal Canadian Mounted Police**

2015–2016



Civilian Review and Complaints Commission for the RCMP

Access to Information Reporting for 2015–2016

1. INTRODUCTION

The purpose of the *Access to Information Act* (Act) is to provide Canadian citizens and residents with a right of access to information under the control of government institutions.

This Annual Report was prepared in accordance with section 72 of the Act, which stipulates that annual reports on access to information shall be tabled in Parliament.

2. ABOUT THE CIVILIAN REVIEW AND COMPLAINTS COMMISSION FOR THE ROYAL CANADIAN MOUNTED POLICE

The Civilian Review and Complaints Commission for the Royal Canadian Mounted Police (CRCC) operates pursuant to the *Royal Canadian Mounted Police Act*, RSC 1985, c. R-10. The CRCC provides civilian review of RCMP members' conduct in performing their policing duties so as to hold the RCMP accountable to the public.

The CRCC's main role is to take public complaints about members of the RCMP. These complaints are then forwarded to the RCMP for initial investigation as mandated by the *Royal Canadian Mounted Police Act*; however, if the complainant is dissatisfied with the response that he or she receives from the RCMP, the CRCC will review the complaint with a view to determining the reasonableness of the RCMP's response. In appropriate cases, the CRCC will undertake its own investigation or hearing into a complaint. The Chairperson of the CRCC also has the power to file his or her own complaint if he or she feels that a matter is deserving of investigation.

Additionally, even in the absence of a public complaint, the CRCC is empowered to conduct a review of RCMP activities to evaluate compliance with legislation, regulations, ministerial directions, policy, procedures and/or guidelines.

3. ATIP RESPONSIBILITIES

At the CRCC, the Access to Information and Privacy (ATIP) Unit consists solely of the ATIP Coordinator. The ATIP Coordinator processes all requests from the public and consultations from other departments or agencies. The ATIP Coordinator also provides advice to CRCC employees and senior officials on ATIP-related matters, prepares annual statistical reports, ensures the ongoing accuracy of Info Source, prepares completed Access to Information summaries for proactive disclosure on the CRCC's website, participates in forums for the ATIP community and monitors changes in ATIP policy, guidelines and directives.

When processing requests and consultations under the Access to Information and Privacy Acts, the ATIP Coordinator also benefits from some administrative assistance from personnel in the Information Management Unit of the CRCC.

The Executive Director, under delegated authority from the Minister of Public Safety, provides the final approval for all responses on ATIP requests and consultations.

4. DELEGATION ORDER

The Minister of Public Safety has delegated full authority under the Act to the CRCC Chairperson and Executive Director. The Minister has also delegated administrative duties and functions to the CRCC ATIP Coordinator. The most recent delegation order was signed by the Minister of Public Safety on January 18, 2012 (see **Annex A**).

5. ACCESS TO INFORMATION REQUESTS RECEIVED

During the course of the reporting period (April 1, 2015 – March 31, 2016), the two (2) Access to Information requests that had been carried forward from the previous year were completed. Twelve (12) new Access to Information requests were also received during the reporting period. Of these new requests, five (5) were completed during the reporting period and seven (7) were carried forward to the 2016-2017 reporting year. Therefore, the CRCC processed seven (7) Access to Information requests during the 2015-2016 year.

Of those seven (7) requests completed during the reporting period, five (5) were from former complainants or RCMP members complained about, typically seeking records relating to the investigation and review of the public complaints to which they were a party. One was from a provincial government ministry and another was from the media.

Five (5) of those requests completed during the reporting period resulted in partial disclosures, another involved a request for a video recording, which was disclosed in its entirety, and the last request was abandoned.



6. STATISTICAL REPORT

Like the previous year, the CRCC processed a significant number of pages (7,570) in responding to Access to Information requests in the 2015-2016 reporting year.

However, as noted above, the number of Access to Information requests in 2015-2016 was only 12, which is notably less than it received in the preceding four (4) years:

2015-16	12
2014-15	16
2013-14	23
2012-13	26
2011-12	18

However, the number of pages processed represents the highest of those five (5) years:

2015-16	7,570
2014-15	7,063
2013-14	2,972
2012-13	6,622
2011-12	2,552

The CRCC claimed exemptions under paragraph 13(1)(d) (Information obtained in confidence from a municipal government), sub-paragraph 16(1)(a)(i) (Information obtained or prepared by an investigative body), paragraph 16(1)(c) (Information that could be injurious to the enforcement of any law of Canada or lawful investigations), subsection 16(2) (Information that could facilitate the commission of an offence), section 17 (Information that could threaten the safety of individuals), subsection 19(1) (Personal information), paragraph 21(1)(a) (Advice or recommendations) and section 23 (Solicitor-client privilege) of the Act. As the majority of the material requested originated with other departments and external consultation was required, extensions were taken in all seven (7) of the requests completed in the reporting period.

There was only one (1) request that was not completed within the statutory deadline. In that case, an extension was taken for external consultation, but the CRCC was not able to complete the request within the extended deadline due to the volume of records requested.

Finally, in 2015-16, the CRCC processed eleven (11) consultations from other Government of Canada institutions and one (1) consultation from another institution.

See **Annex B** for the Statistical Report.



7. TRAINING

Two staff members in the CRCC's Operations Unit each participated in two *Information Access and Protection of Privacy* courses through the University of Alberta.

8. SIGNIFICANT CHANGES

The CRCC did not implement any new policies, guidelines or procedures related to Access to Information during the reporting period.

9. MONITORING OF TIMELINESS

The CRCC monitors the time to process Access to Information requests through its case management software. The ATIP Coordinator keeps track of upcoming deadlines for requests and consultations. Weekly reminders of approaching deadlines are provided to senior management. Quarterly reports are also sent to management providing status updates on outstanding files and reporting on other relevant ATIP matters.

10. COMPLAINTS

During the reporting period, there were no complaints filed against the CRCC.

Finally, there were no audits or investigations conducted during the reporting period.



ANNEX A

Delegation Order

Delegation Order - Access to Information Act and Access to Information Regulations
Arrêté de délégation en vertu de la Loi sur l'accès à l'information et du
Règlement sur l'accès à l'information

Commission for Public Complaints Against the RCMP/Commission des plaintes du public contre la GRC

The Minister of Public Safety Canada, pursuant to section 73 of the *Access to Information Act**, hereby designates the persons holding the positions set out below, or acting in those positions, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, that is, the **Commission for Public Complaints Against the RCMP**, under the section of the Act set out opposite each position.

En vertu de l'article 73 de la *Loi sur l'accès à l'information**, le ministre de la Sécurité publique Canada délègue aux titulaires des postes sous mentionnés, ou aux personnes qui occupent ces postes à titre intérimaire, les pouvoirs et les fonctions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire le **Commission des plaintes du public contre la GRC**, investi conformément à l'article de la Loi mentionné à l'égard de chaque poste.

Chair / Président	Executive Director / Directeur Exécutif	ATIP Coordinator / Coordonnateur d'AIPRP
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<i>Access to Information Act / Loi sur l'accès à l'information</i>				
Section / Article				
4(2.1)	Responsibility of government institutions / Responsable de l'institution fédérale	●	●	●
7(a)	Notice where access requested / Aviser l'auteur de la demande d'accès	●	●	●
7(b)	Giving access to record / Autoriser l'accès à un document	●	●	●
8(1)	Transfer of request to another government institution / Transmission de la demande à une autre institution	●	●	●
9	Extension of time limits / Prorogation du délai	●	●	●
11(2)(3) (4)(5)(6)	Additional Fees / Frais supplémentaires	●	●	●
12(2)(b)	Language of access / Version de la communication	●	●	●
12(3)(b)	Access to record in alternative format / Communication sur support de substitution	●	●	●
13	Exemption – Information obtained in confidence / Exception – Renseignements obtenus à titre confidentiel	●	●	
14	Exemption – Federal-provincial affairs / Exception – Affaires fédéro-provinciales	●	●	
15	Exemption – International affairs and defence / Exception – Affaires internationales et défense	●	●	
16	Exemption – Law enforcement and investigations / Exception – Application de la loi et enquêtes	●	●	
16.5	Exemption – <i>Public Servants Disclosure Protection Act</i> / Exception – <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	●	●	

Chair / Président	Executive Director / Directeur Exécutif	ATIP Coordinator / Coordonnateur d'AIPRP
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Section / Article

17	Exemption – Safety of individuals / Exception – Sécurité des personnes	•	•	
18	Exemption – Economic interests of Canada / Exception – Intérêts économiques du Canada	•	•	
18.1	Exemption – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector pension Investment Board and VIA Rail Canada Inc. / Exceptions – Intérêts économiques de la Société canadienne des postes, d'Exportation et développement Canada, de l'Office d'investissement des régimes de pensions du secteur public et de VIA Rail Canada Inc.	•	•	
19	Exemption – Personal information / Exception – Renseignements personnels	•	•	
20	Exemption – Third-party information / Exception – Renseignements de tiers	•	•	
21	Exemption – Operations of Government / Exception – Activités du gouvernement	•	•	
22	Exemption – Testing procedures, tests and audits / Exception – Examens et vérifications	•	•	
22.1	Exemption – Audit working papers and draft audit reports / Exception – Documents de travail relatifs à la vérification et ébauche des rapports de vérification	•	•	
23	Exemption – Solicitor-client privilege / Exception – Secret professionnel des avocats	•	•	
24	Exemption – Statutory prohibitions / Exception – Interdictions fondées sur d'autres lois	•	•	
25	Severability / Prélèvements	•	•	•
26	Exemption – Information to be published / Exception – Renseignements devant être publiés	•	•	
27(1), (4)	Third-party notification / Avis aux tiers	•	•	•
28(1)(b), (2), (4)	Representations of third party and decision / Observations des tiers et décision	•	•	•
29(1)	Where the Information Commissioner recommends disclosure / Recommandation du Commissaire à l'information	•	•	•
33	Advising Information Commissioner of third-party involvement / Avis au Commissaire à l'information de la participation d'un tiers	•	•	•
35(2)(b)	Right to make representations / Droit de présenter des observations	•	•	•
37(4)	Access to be given to complainant / Communication accordée au plaignant	•	•	•
43(1)	Notice to third party (application to Federal Court for review) / Avis au tiers (demande de révision par la Cour fédérale)	•	•	•
44(2)	Notice to person who requested record (application to Federal Court by third party) / Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale présentée par un tiers)	•	•	•

Chair / Président	Executive Director / Directeur Exécutif	ATIP Coordinator / Coordonnateur d'AIPRP
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Section / Article

52(2)(b)	Special rules for hearings / Règles spéciales (auditions)	•	•	
52(3)	Ex parte representations / Présentation d'arguments en l'absence d'une partie	•	•	
71(1)	Facilities for inspection of manuals / Installations de consultation des manuels	•	•	
72	Report to Parliament / Rapports au Parlement	•	•	

Access to Information Regulations / Règlement sur l'accès à l'information

Section / Article

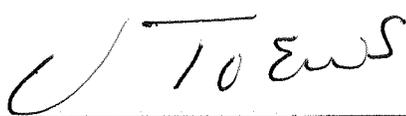
6(1)	Transfer of request / Transmission de la demande	•	•	•
7(2)	Search and preparation fees / Frais liés à la recherche et à la préparation	•	•	•
7(3)	Production and programming fees / Frais liés à la production et aux programmes	•	•	•
8	Providing access to record(s) / Donner accès aux documents	•	•	•
8.1	Limitations in respect of format / Restrictions applicables au support	•	•	

Dated, at the City of Ottawa,

Daté, en la ville d'Ottawa,

this 18 day of January, 2012

ce 18 jour de janvier, 2012



Hon. Vic Toews, P.C., Q.C., M.P. / L'hon. Vic Toews, C.P., c.r., député

*R.S.C. 1985, c. A-1

*L.R.C. 1985, ch. A-1



ANNEX B

Statistical Report



Statistical Report on the *Access to Information Act*

Name of institution: Civilian Review and Complaints Commission for the RCMP

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	12
Outstanding from previous reporting period	2
Total	14
Closed during reporting period	7
Carried over to next reporting period	7

1.2 Sources of requests

Source	Number of Requests
Media	5
Academia	0
Business (private sector)	0
Organization	1
Public	4
Decline to Identify	2
Total	12

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	
4	0	0	0	0	0	0	4

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	0	0	1	0	0	0	0	1
Disclosed in part	0	1	1	2	0	1	0	5
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	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	1	1	2	2	0	1	0	7

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)	1	16(2)(c)	0	18(d)	0	21(1)(a)	1
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)	5	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	1	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	2				
16(1)(b)	0						
16(1)(c)	1						
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	1
Disclosed in part	4	1	0
Total	4	1	1

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	0	0	1
Disclosed in part	7570	4598	5
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1
Neither confirmed nor denied	0	0	0

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	1	0	0	0	0	0	0	0	0	0
Disclosed in part	2	45	0	0	1	502	1	1034	1	3017
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	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	4	45	0	0	1	502	1	1034	1	3017

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	5	0	0	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	1	0	0	1
Neither confirmed nor	0	0	0	0	0
Total	6	1	0	0	7

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
1	0	1	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	1	1
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	1	1

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	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	1	0
Disclosed in part	1	0	5	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	0	0	0
Total	2	0	6	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	1	0	3	0
31 to 60 days	0	0	0	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
Total	2	0	6	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	7	\$35	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
Total	7	\$35	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	11	284	1	2
Outstanding from the previous reporting period	0	0	0	0
Total	11	284	1	2
Closed during the reporting period	11	284	1	2
Pending at the end of the reporting period	0	0	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	9	0	0	0	0	0	0	9
Disclose in part	1	1	0	0	0	0	0	2
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
Total	10	1	0	0	0	0	0	11

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	1	0	0	0	0	0	1
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
Total	0	1	0	0	0	0	0	1

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
Total	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
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

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		\$37,382
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$37,382

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.50

Note: Enter values to two decimal places.