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JUL 02 2019

June 13, 2019

**ALBERTA HUMAN  
RIGHTS COMMISSION**

Complaint #: N2019/05/0064

✓ Todd P [REDACTED]

Dear Sir/Madam:

**Re: James Cyrynowski v. Todd P [REDACTED]**

The Alberta Human Rights Commission has received a human rights complaint concerning the above named party, whom we call the Respondent. A copy of the complaint accepted under the *Alberta Human Rights Act* (the *Act*) is enclosed.

Please note that the alleged contravention is dated August 31, 2017. While the Commission's normal practice is to accept a complaint within one year of the alleged contravention, anomalous circumstances of this complaint have resulted in its delayed acceptance by the Commission

Please note only those parties named above on this letter are considered Respondents to this complaint.

The captioned complaint is accepted on the following Area(s) and Ground(s):

**Area(s): Employment ads, application, interview;  
Ground(s): Age; Gender;**

A Human Rights Complaint Process Guide, including an explanation of the areas and grounds protected by the *Act*, is enclosed for your reference.

We require the Respondent to provide us with a detailed, written response to the complaint **within 30 days from the date of receipt of this letter**. A questionnaire has been enclosed to help in this regard. Please include all documentation you feel would help clarify the situation.

The Commission will share the Respondent's response with the Complainant, and with the other Respondent(s), if applicable. Following this, several different possibilities are available, depending on the specifics of the complaint:

1. At any time, the Complainant may choose to withdraw their complaint in writing for any reason. The Respondent's explanation may be all the Complainant wants, or the Complainant may not want to continue with the complaint for their own personal reasons.

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Thank you for your co-operation when attending our offices.**


2. The Commission may offer conciliation, which is a voluntary step to try to resolve the parties' differences with the help of a conciliator assigned by the Commission. It is up to the Complainant and Respondent to decide whether they want to try conciliation. All information exchanged during conciliation is understood to have been provided in confidence and solely for the purpose of conciliation.
3. The Commission may begin investigation of the complaint. This normally happens if the parties do not want to participate in conciliation, or if conciliation is unsuccessful. Investigation may commence and/or continue at any time during the complaint process and may include an investigation process conducted primarily through written correspondence between the Commission and the parties.
4. The Complainant, Respondent or the Regional Director may request a Director's Referral (see attached overview for more details) of the complaint, which may result in faster resolution of complaints meeting certain criteria.
5. At any stage of the complaint process, the complaint may be referred to the Director of the Commission for his review and decision. The *Act* says that, at any time, the Director may dismiss or discontinue the complaint or continue the complaint, including referring the complaint to tribunal.

Throughout the complaint resolution process, you may be invited to participate in a survey or provide feedback to help improve our services. Your participation is voluntary.

If you are the designated contact for the Respondent it is your responsibility to ensure the Respondent is informed of the entirety of this message and all future written and verbal contacts from the Commission through yourself.

If you have any questions about this letter, the process, or the Commission itself, please feel free to call or fax me.

Yours truly,

  
James Skitsko  
Northern Complaint Registrar

JS/dd  
Enclosures

cc: James Cyrynowski

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*An independent commission created by the Government of Alberta*