



Office of the
Chief Electoral Officer
of Canada

2021-2022

Annual Report on the *Access to Information Act*

For the period ending March 31, 2022



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1. Introduction

The *Access to Information Act* (the Act) extends to Canadians and individuals present in Canada the right to access information in records that are under the control of a government institution. According to the principles of the Act, government information should be available to the public, necessary exceptions to the right of access should be limited and specific, and decisions on the disclosure of government information should be reviewed independently of the government. The Act also sets out the requirements for the proactive publication of information.

This report describes how the Office of the Chief Electoral Officer administered its responsibilities under the Act during the reporting period from April 1, 2021, to March 31, 2022, and is prepared and tabled in accordance with section 94 of the Act and section 20 of the *Service Fees Act*.

1.1. Mandate of the Office of the Chief Electoral Officer

The Office of the Chief Electoral Officer is an independent, non-partisan agency that reports directly to Parliament which currently includes both Elections Canada and the Office of the Commissioner of Canada Elections. Elections Canada’s mandate is to:

- ▶ be prepared to conduct a federal general election, by-election or referendum;
- ▶ administer the political financing provisions of the *Canada Elections Act*;
- ▶ monitor compliance with electoral legislation;
- ▶ conduct public information campaigns on voter registration, voting and becoming a candidate;
- ▶ conduct education programs for students on the electoral process;
- ▶ provide support to the independent commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census;
- ▶ carry out studies on alternative voting methods and, with the approval of parliamentarians, test alternative voting processes for future use during electoral events; and,
- ▶ provide assistance and cooperation in electoral matters to electoral agencies in other countries or to international organizations.

In fulfilling its mandate, Elections Canada also has the responsibility to:

- ▶ appoint, train and support returning officers and retain the services of field liaison officers across Canada;
- ▶ maintain the National Register of Electors, which is used to prepare preliminary lists of electors at the start of electoral events;
- ▶ publish reports on the conduct of elections and official voting results;
- ▶ maintain electoral geography information, which provides the basis for maps and other geographic products;
- ▶ register political entities, including political parties, electoral district associations, candidates, nomination contestants, leadership contestants, third parties that engage in election advertising and referendum committees;
- ▶ administer the reimbursements and subsidies paid to eligible candidates, registered political parties and auditors;

- ▶ disclose information on registered parties and electoral district associations, registered parties' nomination and leadership contestants, candidates, third parties and referendum committees, including their financial returns;
- ▶ refer to the Commissioner of Canada Elections information concerning possible offences under the *Canada Elections Act* (or other relevant acts);
- ▶ consult the Advisory Committee of Political Parties for advice and recommendations;
- ▶ issue written opinions, guidelines and interpretation notes on the application of the *Canada Elections Act* to political entities;
- ▶ recommend to Parliament amendments for the better administration of the *Canada Elections Act* by submitting a recommendations report after a general election, as well as by providing expert advice and other special reports; and,
- ▶ appoint the Broadcasting Arbitrator, who is responsible for allocating free and paid broadcasting time among political parties and for arbitrating disputes that may arise between parties and broadcasters.

The Office of the Commissioner of Canada Elections is responsible for ensuring compliance with, and enforcement of, the *Canada Elections Act* and the *Referendum Act*.

1.2. Structure of the Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office is part of the Office of the Chief of Staff and is headed by an Assistant Director who is supported by a senior analyst and a junior officer as well as expert consultant(s) as required.

The ATIP Office is responsible for the following activities for both Elections Canada and the Office of the Commissioner of Canada Elections:

- ▶ processing requests under the *Access to Information Act* and the *Privacy Act*;
- ▶ responding to consultation requests from other government institutions;
- ▶ providing advice and guidance to senior management and staff on privacy issues and privacy impact assessments;
- ▶ developing and delivering awareness training to managers and employees on how to fulfill their obligations under the Acts;
- ▶ developing policies, procedures and guidelines in support of ATIP legislation and central agency requirements;
- ▶ monitoring institutional compliance with the Acts, procedures and policies;
- ▶ acting on behalf of the Office of the Chief Electoral Officer in dealings with the Treasury Board Secretariat, the offices of the Information Commissioner and Privacy Commissioner of Canada and other government institutions regarding ATIP affairs;
- ▶ preparing annual reports to Parliament, in addition to other statutory reports and materials that may be required by central agencies;
- ▶ preparing and publishing the annual update of the Office of the Chief Electoral Officer's chapter of *Info Source*, describing the agency's record holdings and personal information banks; and,
- ▶ representing the Office of the Chief Electoral Officer by participating in ATIP community forums, such as the Treasury Board Secretariat's ATIP Community meetings.

2. Administration of the *Access to Information Act*

2.1. Education and training

Training under the Act consists mainly of educating the agency on how to assist individuals who request records under the organization's control. In 2021–2022, the Office of the Chief Electoral Officer delivered a training session to one office of primary interest liaison officer, who is responsible for coordinating the retrieval of response records within their sector. The session provided an overview of the ATIP process, legislation, and roles and responsibilities.

The ATIP Office also routinely provided employees of the Office of the Chief Electoral Officer with informal briefings and advice on the processing of ATIP requests.

2.2. Institutional access to information policies and procedures

No new institutional-specific policies or procedures related to access to information were implemented during the fiscal year. The Office of the Chief Electoral Officer is continuing to review its access to information tools and procedures, and update them as required.

2.3. Institutional monitoring of access to information requests

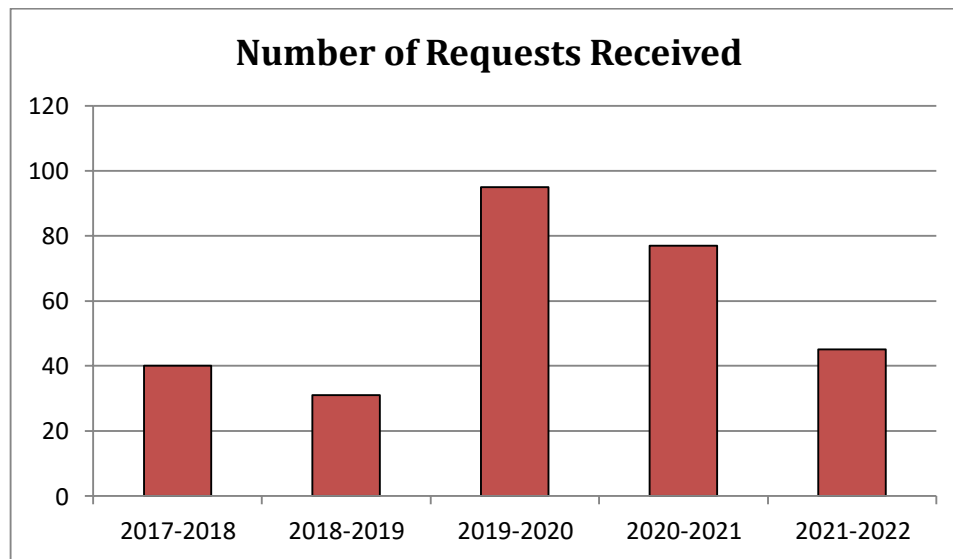
The ATIP Office uses its case management software to monitor the status of each request being processed, including the number of days remaining before the statutory deadline. A weekly status report of all open and recently closed files is provided to senior officials, including the Chief Electoral Officer and the Executive Committee.

3. Statistical Report on Requests Under the *Access to Information Act*

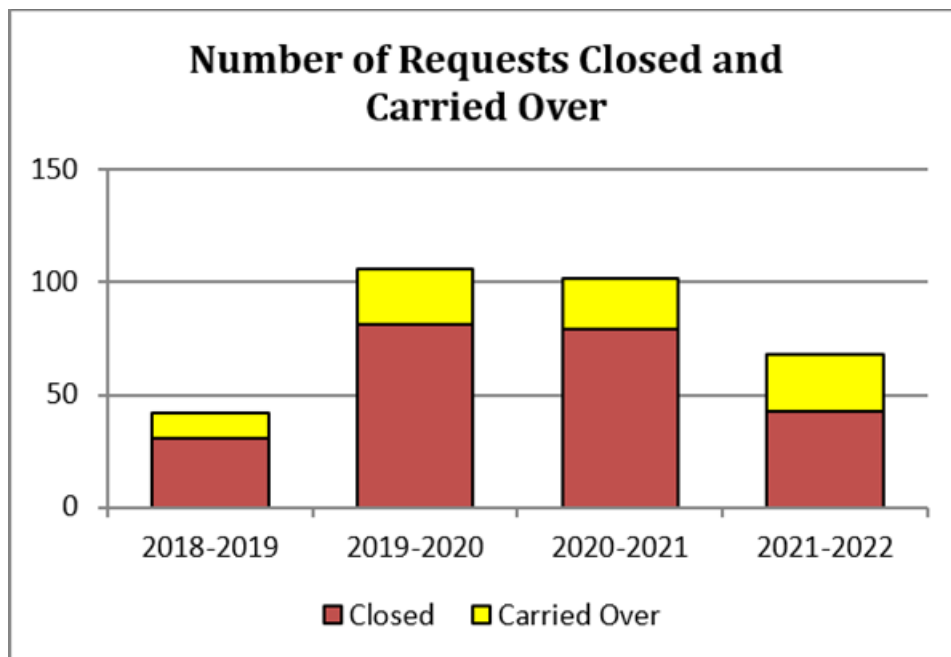
This section provides an interpretation of select statistics on the processing of requests made to the Office of the Chief Electoral Officer under the Act. All figures and data for the 2021–2022 fiscal year are provided in the attached statistical report (see Appendix II).

3.1. Number and origin of formal requests

The Office of the Chief Electoral Officer received 45 formal requests for information under the Act during the period between April 1, 2021, and March 31, 2022. This number decreased by 42 percent from the previous year when 77 formal requests were received.



A total of 68 requests required action in 2021–2022, including 23 requests that were carried over from the previous fiscal year. As the graph below demonstrates, 43 of those requests (63 percent) were closed during the reporting period. This is down from the previous year when 77 percent of requests that required action were closed during the reporting period. Twenty-five requests were carried over into the next reporting period.

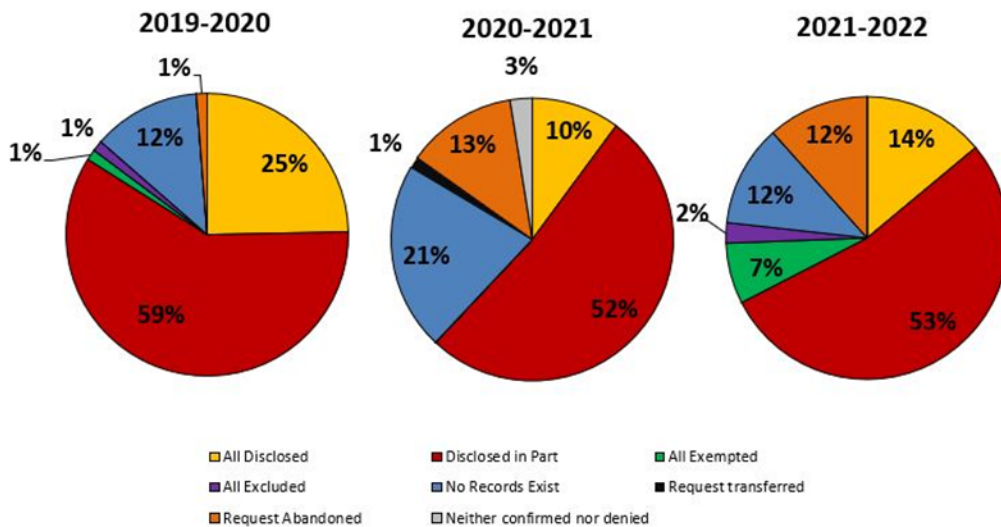


These new requests were initiated by the media (8), private sector businesses (4), the general public (15), academia (3), organizations (0) and requesters who declined to identify themselves (15).

Of the 25 requests that were carried over into the next reporting period, 11 (44 percent) were received in 2021–2022, 6 of which meet the legislated timelines; 5 (20 percent) were received in 2020–2021, 8 (32 percent) were received in 2019–2020 and 1 was received in 2016–2017 (4 percent). All of these requests do not meet the legislated timelines.

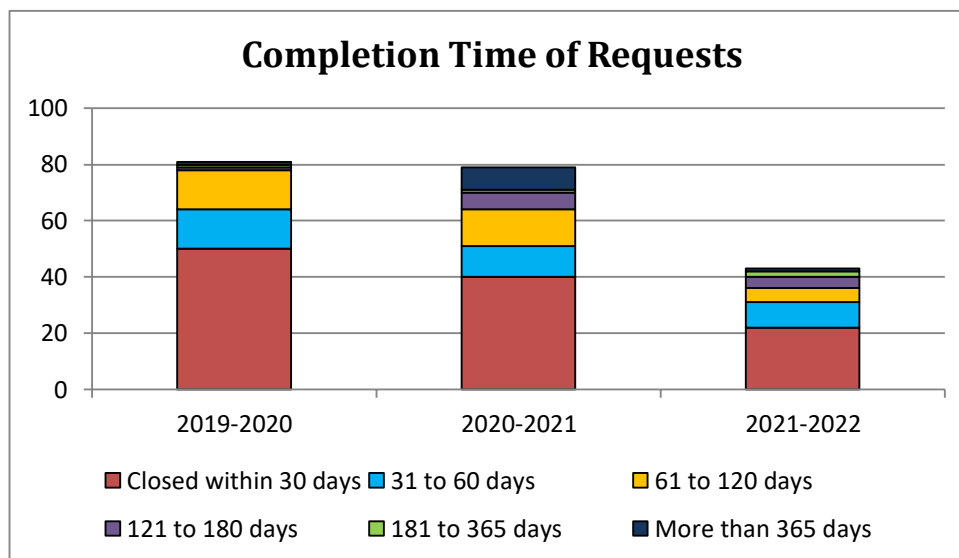
3.2. Disposition of completed requests

Forty-three requests were completed during the reporting period, 6 (14 percent) of which resulted in full disclosure of information, up from 8 (10 percent) in 2020–2021. Twenty-three requests (53 percent) resulted in partial disclosure of information, up from 41 (52 percent) the previous year. Records did not exist for 5 requests (12 percent), down from 17 (22 percent) in 2020–2021. Zero requests (0 percent) were transferred to another government institution, down from 1 the previous year. Five requests (12 percent) were abandoned during the reporting period, down from 10 the previous year. We neither confirmed nor denied the existence of records for zero requests (0 percent) in 2021–2022, down from 2 the previous year. Three requests were fully exempted (7 percent), one was fully excluded (2 percent), and none were declined to be acted upon with the approval of the Information Commissioner in 2021–2022.



3.3. Completion time of requests

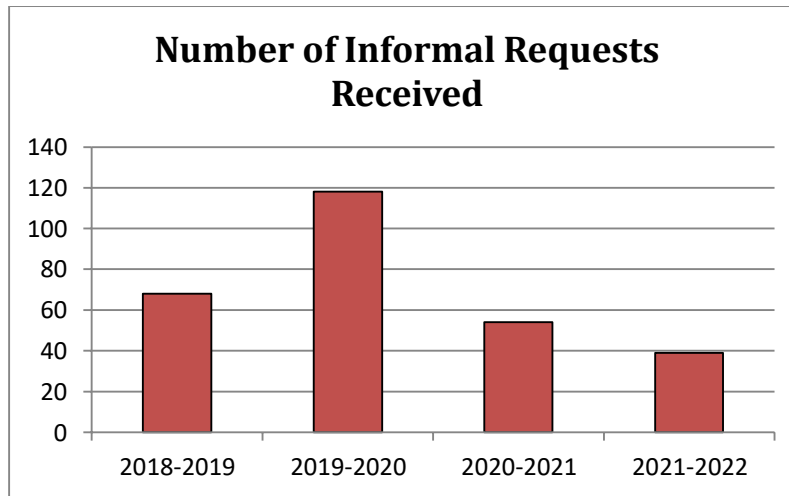
In 2021–2022, 35 requests (81 percent) were completed within the legislated timelines. A total of 22 requests (51 percent) were completed within 30 days, up from 40 (51 percent) in 2020–2021; 9 requests (21 percent) were closed within 31 to 60 days, 5 (12 percent) within 61 to 120 days, 4 (9 percent) within 121 to 180 days, 2 (5 percent) within 181 to 365 days, and 1 (2 percent) was closed more than 365 days after it was received.



Longer completion times can be explained by a variety of factors. They are most commonly attributed to outstanding requests from previous years, workload, requests that require consultations with internal or external parties, requests that are broad in scope and involve a high volume of records, sensitive records related to advice or recommendations developed by or for a government institution, security, or investigations, examinations or reviews under the *Canada Elections Act*. Unforeseen adjustments to work processes related to COVID-19 were implemented towards the end of 2019–2020, continued to temporarily affect the processing of some requests under the Act. Most employees, including ATIP staff, were required to work remotely with at times limited access to the Office of the Chief Electoral Officer’s network and paper files.

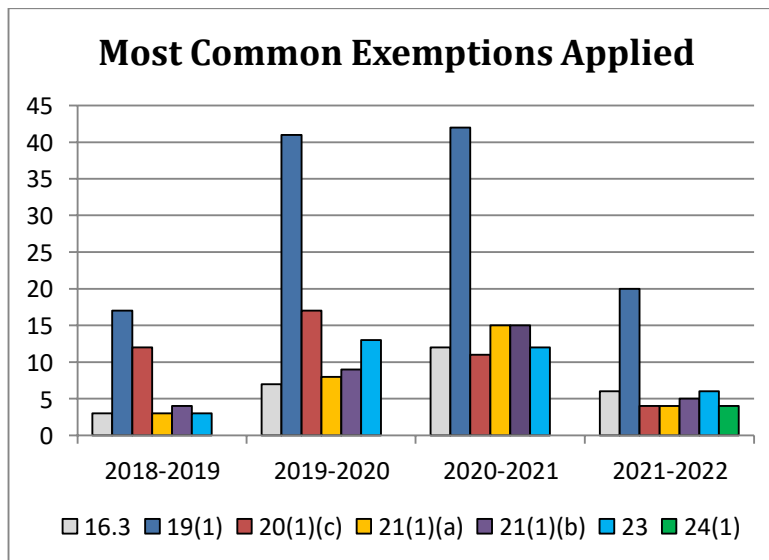
3.4. Informal releases of records

The Office of the Chief Electoral Officer publishes monthly online summaries of all recently completed, formal access to information requests as required by the Treasury Board Secretariat. The published summaries allow individuals to informally request copies of records previously released under the Act. In the 2021–2022 reporting period, and compared with the previous period, there was a decrease in the number of request packages released informally. The ATIP Office released 39 packages informally in 2021–2022, down by 28 percent from the preceding period.



3.5. Exemptions to the release of information

The attached statistical report (Appendix II) includes the number of requests for which the Office of the Chief Electoral Officer invoked specific types of exemptions and provides details on these exemptions. If an exemption is invoked several times in the same request, it is reported only once. The graph below includes the seven exemptions applied most frequently during the 2021–2022 fiscal year.



As in previous years, the most common exemption applied was under subsection 19(1) of the Act. In 2021–2022, it was used to protect personal information for 20 requests. Paragraph 21(1)(a) permits heads of government institutions to withhold information that contains advice or recommendations developed by or for government officials, whereas 21(1)(b) allows for the exemption of accounts of consultations and deliberations among government staff. Subsection 21(1)(a) was used for 4 requests while 21(1)(b) was used for 5 requests. Information was exempted for 6 requests under section 23 as being subject to solicitor-client privilege. Section 16.3 of the Act allows the Chief Electoral Officer to refuse the disclosure of information obtained or created during investigations, examinations or reviews conducted under the *Canada Elections Act*, and was used for 6 requests. Paragraph 20(1)(c) was applied for 4 requests in order to protect third-party information. Lastly, subsection 24(1) requires heads of government institutions to withhold information for which the disclosure is restricted pursuant to any provision set out in Schedule II of the Act. The Office of the Chief Electoral Officer invoked subsection 24(1) for 4 requests.

3.6. Extensions of the time limit

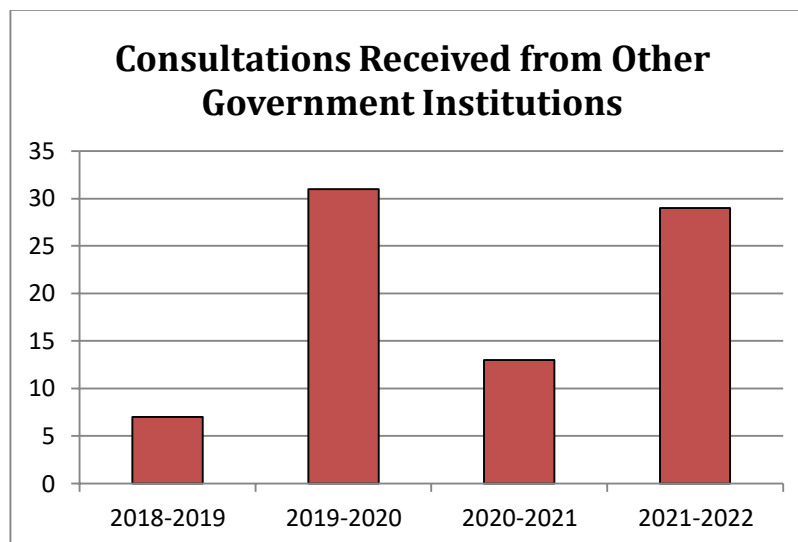
The Office of the Chief Electoral Officer took 17 extensions during the reporting period, 12 of which were taken under paragraph 9(1)(a) of the Act. Paragraph 9(1)(a) allows for an extension if a request is for a large volume of records and unreasonably interferes with the operations of the institution. Two extensions were taken under paragraph 9(1)(b), which states that, if a request requires consultations that cannot be reasonably completed by the statutory deadline, an extension is permitted. Three extensions were taken under paragraph 9(1)(c) for the notification of third parties.

In 76 percent of the cases (13 in total) the extensions did not exceed 60 days, compared to 79 percent in 2020–2021. The time limit for two requests was extended by 61 to 120 days and two extensions were taken for a period of 121 to 180 days. No time limits were extended beyond 181 days.

It is the practice of the ATIP Office to provide partial preliminary release of records before the extended due date whenever possible.

3.7. Consultations

The ATIP Office received 29 consultations from other government institutions in 2021–2022, all (100 percent) of which were responded to in fewer than 30 days. The number of formal consultations received increased by 142 percent from the previous year in which 13 formal consultations were received.



3.8. Fees and costs

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- ▶ Enabling authority: *Access to Information Act*
- ▶ Fee payable: A \$5 application fee is the only fee charged for an ATI request.
- ▶ Total revenue: \$20
- ▶ Fees waived: \$20. In accordance with the Interim Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, and the changes to the *Access to Information Act* that came into force on June 21, 2019, the Office of the Chief Electoral Officer waives all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.
- ▶ Cost of operating the program: \$150,620

Salaries (including overtime) accounted for \$137,494 of the total cost of operating the program, whereas spending on goods and services amounted to \$13,126.

4. Complaints

Individuals who are not satisfied with the processing of their access to information request can file a complaint with the Office of the Information Commissioner of Canada (OIC).

The OIC received a total of 5 complaints against the Office of the Chief Electoral Officer in 2021–2022. At the beginning of the reporting period, the OIC also had to consider 3 outstanding complaints received in previous years. One complaint against the Office of the Chief Electoral Officer was closed in 2021–2022.

The OIC determined that the one complaint received in 2021–2022, alleging that the Office of the Chief Electoral Officer had failed to respond within the time limits set out in the *Access to Information Act*, was resolved, as the requested records had been released prior to the start of the OIC’s investigation.

Four complaints from 2021–2022, three alleging that the Office of the Chief Electoral Officer improperly applied exemptions and one alleging that the Office of the Chief Electoral Officer failed to give access to records were still under investigation at the end of the fiscal year. Two complaints from 2019–2020, one alleging that the Office of the Chief Electoral Officer refused to process a request and the other alleging that the Office of the Chief Electoral Officer had improperly applied exemptions so as to unjustifiably deny access to the requested information, are still under investigation. Another complaint from 2017–2018, alleging that the Office of the Chief Electoral Officer had improperly applied exemptions, is still under investigation as well.

Appendix I: Delegation of Authority



**ARRÊTÉ DE DÉLÉGATION
EN VERTU DU PARAGRAPHE 95(1) DE
LA LOI SUR L'ACCÈS À
L'INFORMATION**

En vertu du paragraphe 95(1) de la *Loi sur l'accès à l'information*, par la présente je délègue au titulaire du poste de Directeur adjoint, Accès à l'information et protection des renseignements personnels, ou en l'absence de cette personne, au titulaire du poste de Chef de cabinet, y compris toutes personnes nommées à ces deux postes de manière intérimaire, les attributions en lien avec les documents qui relèvent du Bureau du directeur général des élections, dont je suis, en qualité de responsable d'une institution fédérale, investi conformément à la *Loi sur l'accès à l'information*, à l'exception des documents qui relèvent exclusivement du Commissaire aux élections fédérales.

En vertu du paragraphe 95(1) de la *Loi sur l'accès à l'information*, par la présente je délègue au titulaire du poste de Commissaire aux élections fédérales, ainsi qu'au titulaire du poste de Directeur adjoint, Accès à l'information et protection des renseignements personnels, ou en l'absence de cette personne, au titulaire du poste de Chef de cabinet, y compris toutes personnes nommées à ces trois postes de manière intérimaire, les attributions en lien avec les documents qui relèvent exclusivement du Commissaire aux élections fédérales dont je suis, en qualité de responsable d'une institution fédérale, investi conformément à la *Loi sur l'accès à l'information*.

**DELEGATION ORDER
PURSUANT TO SUBSECTION 95(1) OF
THE ACCESS TO INFORMATION ACT**

Pursuant to subsection 95(1) of the *Access to Information Act*, I hereby delegate to the person appointed to the position of Assistant Director, Access to Information and Privacy, or in that person's absence, the person appointed to the position of Chief of Staff, including any persons appointed to these two positions on an acting basis, the powers, duties and functions related to the records that are under the control of the Office of the Chief Electoral Officer, conferred upon me as the head of the government institution by the *Access to Information Act*, except as it relates to the records that are exclusively under the control of the Commissioner of Canada Elections.

Pursuant to subsection 95(1) of the *Access to Information Act*, I hereby delegate to the person appointed to the position of Commissioner of Canada Elections, as well as the person appointed to the position of Assistant Director, Access to Information and Privacy, or in that person's absence, the person appointed to the position of Chief of Staff, including any persons appointed to these three positions on an acting basis, the powers, duties and functions conferred upon me as the head of the government institution by the *Access to Information Act* and that are related to the records that are exclusively under the control of the Commissioner of Canada Elections.

Il est entendu que cette délégation remplace toutes délégations antérieures de ma part ou de la part de mes prédécesseurs émises en vertu de l'article 73 de la *Loi sur l'accès à l'information*.

For greater certainty, this delegation supersedes all previous delegations by me or my predecessors made pursuant to section 73 of the *Access to Information Act*.

Signée à Gatineau le / Signed in Gatineau on July 30, 2020



Stéphane Perrault

Directeur général des élections / Chief Electoral Officer

Appendix II: Statistical Report on the *Access to Information Act*, 2021–2022



Government of Canada
Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Office of the Chief Electoral Officer

Reporting period: 2021-04-01 to 2022-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		45
Outstanding from previous reporting periods		23
• Outstanding from previous reporting period	13	
• Outstanding from more than one reporting period	10	
Total		68
Closed during reporting period		43
Carried over to next reporting period		25
• Carried over within legislated timeline	6	
• Carried over beyond legislated timeline	19	

1.2 Sources of requests

Source	Number of Requests
Media	8
Academia	3
Business (private sector)	4
Organization	0
Public	15
Declined to identify	15
Total	45

1.3 Channels of requests

Source	Number of Requests
Online	43
Email	0
Mail	2
In person	0
Phone	0
Fax	0
Total	45

Section 2: Informal Requests**2.1 Number of informal requests**

		Number of Requests
Received during reporting period		41
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		41
Closed during reporting period		39
Carried over to next reporting period		2

2.2 Channels of informal requests

Source	Number of Requests
Online	39
Email	2
Mail	0
In person	0
Phone	0
Fax	0
Total	41

2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
32	5	2	0	0	0	0	39

2.4 Pages released informally

Less Than 100 Pages Released		100–500 Pages Released		501–1,000 Pages Released		1,001–5,000 Pages Released		More Than 5,000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-Released		100–500 Pages Re-Released		501–1,000 Pages Re-Released		1,001–5,000 Pages Re-Released		More Than 5,000 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
24	821	15	4,086	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 the reporting period	0
Declined by the Information Commissioner during the reporting period	0
Withdrawn during the 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	1	1	3	1	0	0	0	6
Disclosed in part	2	6	5	4	3	2	1	23
All exempted	1	1	0	0	1	0	0	3
All excluded	0	0	1	0	0	0	0	1
No records exist	2	3	0	0	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	5	0	0	0	0	0	0	5
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	11	11	9	5	4	2	1	43

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)	2	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	5
14	1	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	1	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)	20	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	6
15(1) - Def.*	0	16.3	6	20(1)(b)	2	23.1	0
15(1) – S. A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	4

16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	4	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	1				
16(1)(c)	1						
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)	4	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	29	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
20,148	9,394	38

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		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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	6	160	0	0	0	0	0	0	0	0
Disclosed in part	13	352	4	920	2	1,622	2	3,423	2	13,537
All exempted	2	2	1	131	0	0	0	0	0	0
All excluded	1	1	0	0	0	0	0	0	0	0
Request abandoned	5	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Comm.	0	0	0	0	0	0	0	0	0	0
Total	27	515	5	1,051	2	1,622	2	3,423	2	13,537

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

Decline 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
Decline 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	35
Percentage of requests closed within legislated timelines (%)	81.39534884

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
8	4	1	0	3

4.7.2 Requests closed beyond legislated timelines (including any extension)

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	2	2
16 to 30 days	0	0	0

31 to 60 days	1	1	2
61 to 120 days	3	0	3
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	1	1
Total	4	4	8

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	2	0	1	0
Disclosed in part	10	0	1	3
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
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	12	0	2	3

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	8	0	1	0
31 to 60 days	1	0	1	2
61 to 120 days	2	0	0	0
121 to 180 days	1	0	0	1
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	12	0	2	3

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	41	\$205.00	0	\$0.00	4	\$20.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	41	\$205.00	0	\$0.00	4	\$20.00

Section 7: Consultations Received from Other Institutions and Organizations**7.1 Consultations received from other Government of Canada institutions and other organizations**

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	29	3,749	0	0
Outstanding from the previous reporting period	1	28	0	0
Total	30	3,777	0	0

Closed during the reporting period	30	3,777	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 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	25	3	0	0	0	0	0	28
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	26	4	0	0	0	0	0	30

7.3 Recommendations and completion time for consultations received from other organization outside the Government of Canada

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
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 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

8.2 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

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
5	0	2

9.2 Investigations and Reports of Findings

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	\$130,302
Overtime	\$7,192
Goods and Services	\$13,126

• Professional services contracts	\$8,500	
• Other	\$4,626	
Total		\$150,620

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.488
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.488

Note: Enter values to three decimal places.

Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Office of the Chief Electoral Officer

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	52	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52

Secret and Top Secret Electronic Records	0	52	0	52
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Section 3: Open Requests and Complaints Under the *Access to Information Act*

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests That Are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests That Are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021–2022	6	5	11
Received in 2020–2021	0	5	5
Received in 2019–2020	0	8	8
Received in 2018–2019	0	0	0
Received in 2017–2018	0	0	0
Received in 2016–2017	0	1	1
Received in 2015–2016 or earlier	0	0	0
Total	6	19	25

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021–2022	4
Received in 2020–2021	0
Received in 2019–2020	2
Received in 2018–2019	0
Received in 2017–2018	1
Received in 2016–2017	0
Received in 2015–2016 or earlier	0
Total	7

Section 4: Open Requests and Complaints Under the *Privacy Act*

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests That Are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests That Are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021–2022	3	0	3
Received in 2020–2021	0	0	0
Received in 2019–2020	0	0	0
Received in 2018–2019	0	0	0
Received in 2017–2018	0	0	0
Received in 2016–2017	0	1	1
Received in 2015–2016 or earlier	0	0	0
Total	3	1	4

4.2 Enter the number of complaints to the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021–2022	0
Received in 2020–2021	0
Received in 2019–2020	0
Received in 2018–2019	0
Received in 2017–2018	0
Received in 2016–2017	0
Received in 2015–2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021–2022?	No
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