



Office of the
Chief Electoral Officer
of Canada

2022-2023

Annual Report on the *Access to Information Act*

For the period ending March 31, 2023



For enquiries, please contact:

Public Enquiries Unit

Elections Canada

30 Victoria Street

Gatineau, Quebec

K1A 0M6

Tel.: 1-800-463-6868

Fax: 1-888-524-1444 (toll-free)

TTY: 1-800-361-8935

elections.ca



[ElectionsCanE](https://www.facebook.com/ElectionsCanE)



[@ElectionsCan_E](https://twitter.com/ElectionsCan_E)



[ElectionsCanadaE](https://www.youtube.com/ElectionsCanadaE)

ISSN 2371-3631

Cat. No.: SE2-10E-PDF

© Chief Electoral Officer of Canada, 2023

All rights reserved

Printed in Canada

Table of Contents

1. Introduction	5
1.1. Mandate of the Office of the Chief Electoral Officer	5
1.2. Structure of the Access to Information and Privacy Office	6
2. Administration of the <i>Access to Information Act</i>	7
2.1. Education and training	7
2.2. Institutional access to information policies and procedures	7
2.3. Institutional monitoring of access to information requests	7
2.4. Proactive publication under Part 2 of the Act	8
3. Statistical Report on Requests Under the <i>Access to Information Act</i>	11
3.1. Number and origin of formal requests	11
3.2. Disposition of completed requests	13
3.3. Completion time of requests	14
3.4. Informal releases of records	15
3.5. Exemptions to the release of information	15
3.6. Extensions of the time limit	16
3.7. Consultations	17
3.8. Fees and costs	17
4. Complaints	18
Appendix I: Delegation of Authority	19
Appendix II: Statistical Report on the <i>Access to Information Act</i>, 2022–2023	21

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, 2022, to March 31, 2023, 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.

No formal training activities were conducted during the reporting period. The ATIP Office 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.

The Office of the Chief Electoral Officer includes standard clauses in contracts, information sharing agreements and information arrangements that support the right of public access to information where appropriate.

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.

2.4. Proactive publication under Part 2 of the Act

The Office of the Chief Electoral Officer is a government entity for the purpose of Part 2 of the Act and is subject to the following proactive publication requirements:

- ▶ travel expenses;¹
- ▶ hospitality expenses;²
- ▶ reports tabled in Parliament;³
- ▶ contracts over \$10,000;⁴
- ▶ grants and contributions over \$25,000;⁵
- ▶ packages of briefing materials prepared for new or incoming deputy heads or equivalent;⁶
- ▶ titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office;⁷
- ▶ packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament;⁸ and,
- ▶ reclassification of positions.⁹

Information, records and data outside of the information that must be published under Part 2 of the Act is also published by the Office of the Chief Electoral Officer on the websites of [Elections Canada](#) and the [Commissioner of Canada Elections](#), and on the [Open Governmental Portal](#) under Elections Canada.

For the 2022–2023 fiscal year, the ATIP Office conducted a review of the Office of the Chief Electoral Officer's information published further to the proactive publication requirements under Part 2 of the Act and determined that 89% of publications were published and available online. The review allowed the Office of the Chief Electoral Officer to identify steps for improvement as information regarding the timing of publications was not always available for determining compliance with requirements, and engagement with senior management was required when there was non-compliance (e.g. where there was nothing to report). Discussions regarding improvements to the proactive publication process are ongoing.

¹ Government Travel Expenses: <https://search.open.canada.ca/travelq/>

² Government Hospitality Expenses: <https://open.canada.ca/en/search/hospitalityq>

³ Elections Canada Parliamentary Reports: <https://www.elections.ca/home.aspx>

⁴ Government Contracts over \$10,000: <https://search.open.canada.ca/contracts/?page=1>

⁵ The Office of the Chief Electoral Officer does not have any grant and contribution programs to report. In accordance with Treasury Board of Canada Secretariat proactive disclosure guidelines, statutory transfer payments are not to be reported. Reimbursements of election expenses to candidates and political parties, and subsidies to auditors of candidates and registered associations are statutory transfer payments as provided by the *Canada Elections Act*. These payments are disclosed on Elections Canada's Web site and have been since 1998.

⁶ The Office of the Chief Electoral Officer does not have any briefing packages for new or changing deputy heads to publish for the 2022–2023 fiscal year.

⁷ Government Briefing Note Titles and Numbers: https://search.open.canada.ca/briefing_titles/

⁸ Elections Canada Binders for Parliamentary Committee Appearances Prepared for Deputy Head or Person of Equivalent Rank: <https://www.elections.ca/home.aspx>

⁹ Government Position Reclassifications: <https://open.canada.ca/en/search/reclassification>

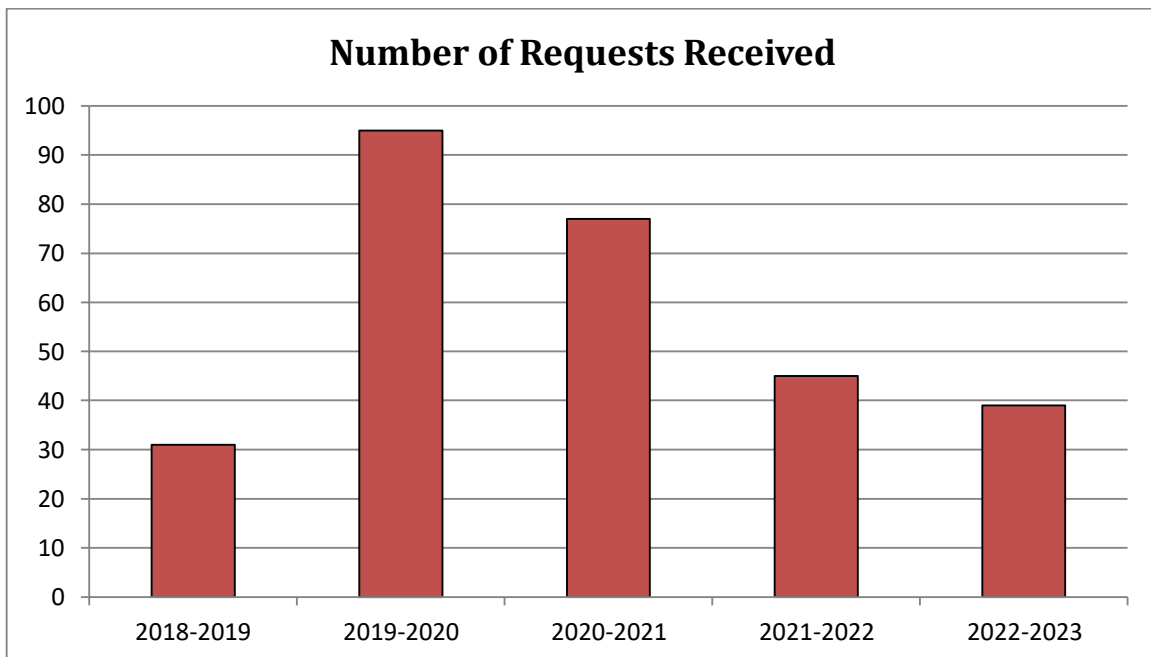
The sector within the institution that is responsible for managing the information subject to the proactive publication requirements under Part 2 of the Act, is also responsible for the proactive publication of that information as required.

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

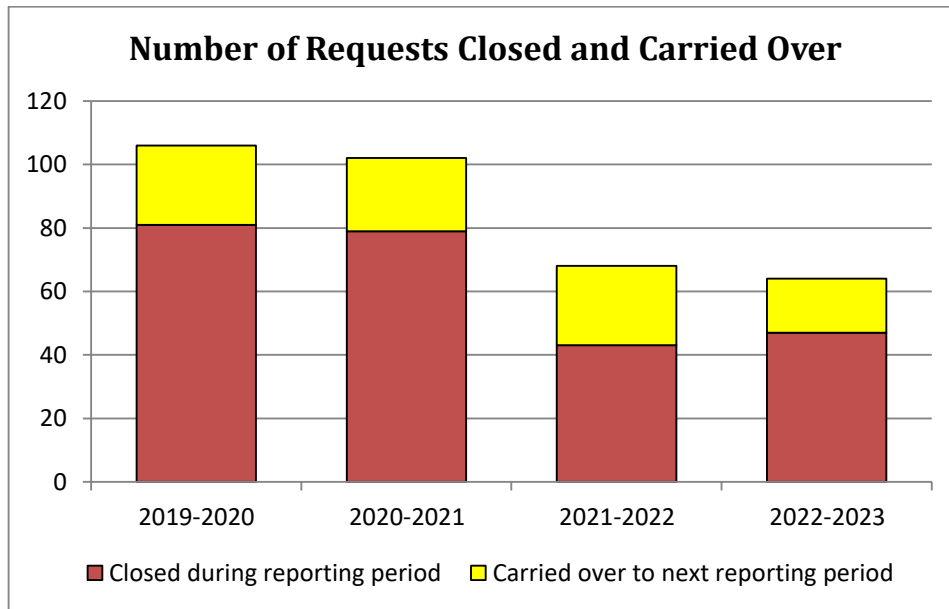
This section provides an interpretation of select statistics on the processing of requests made to the Office of the Chief Electoral Officer under the Act. All figures and data for the 2022–2023 fiscal year are provided in the attached statistical report (see Appendix II).

3.1. Number and origin of formal requests

The Office of the Chief Electoral Officer received 39 formal requests for information under the Act during the period between April 1, 2022, and March 31, 2023. This number decreased by 13 percent from the previous year when 45 formal requests were received.



A total of 64 requests required action in 2022–2023, including 25 requests that were carried over from the previous fiscal year. As the graph below demonstrates, 47 of those requests (73 percent) were closed during the reporting period. This is up from the previous year when 63 percent of requests that required action were closed during the reporting period. Seventeen requests were carried over into the next reporting period.



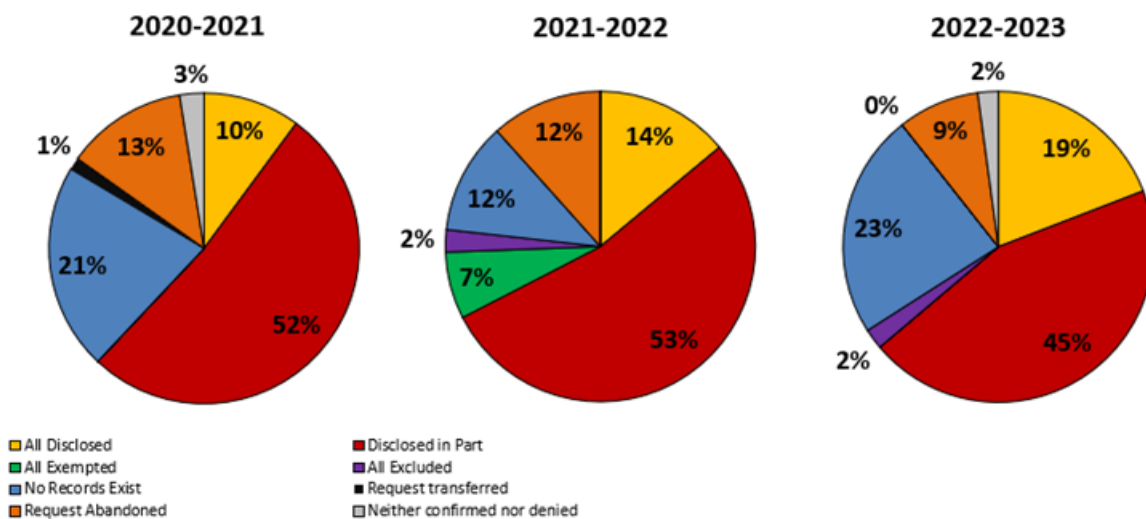
These new requests were initiated by the media (11), private sector businesses (2), the general public (16), academia (1), organizations (0) and requesters who declined to identify themselves (9).

Of the 17 requests that were carried over into the next reporting period, three (18 percent) were received in 2022–2023, two of which meet the legislated timelines; three (18 percent) were received in 2021–2022, five (29 percent) were received in 2020–2021 and six were received in 2019–2020 (35 percent). As of March 31, 2023, a total of 15 requests did not meet the legislated timelines.

3.2. Disposition of completed requests

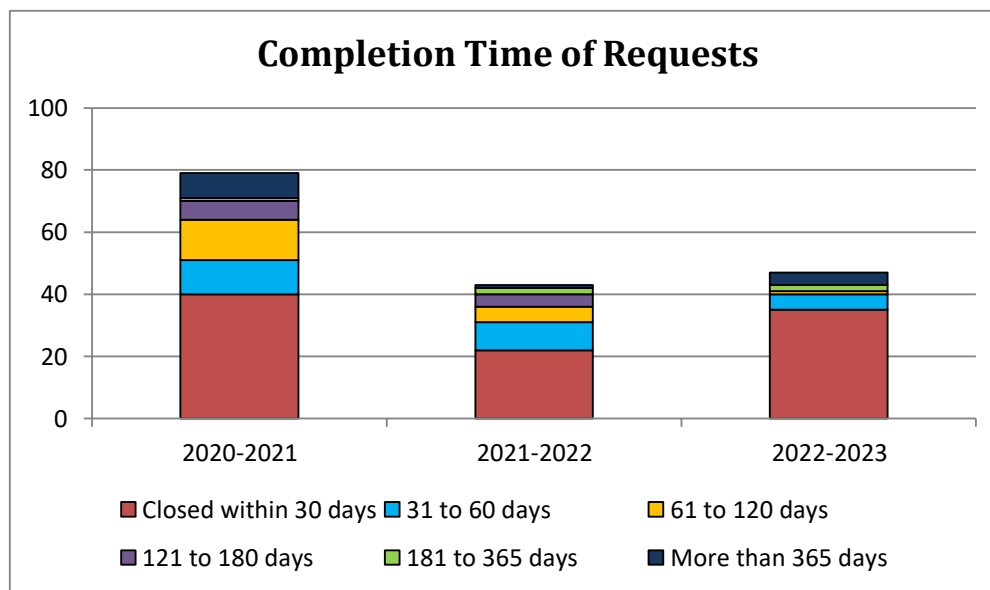
Forty-seven requests were completed during the reporting period, nine (19 percent) of which resulted in full disclosure of information, up from six (14 percent) in 2021–2022. Twenty-one requests (45 percent) resulted in partial disclosure of information, down from twenty-three (53 percent) the previous year. Records did not exist for eleven requests (23 percent), up from five (12 percent) in 2021–2022. Zero requests (0 percent) were transferred to another government institution, equal to last fiscal year. Four requests (9 percent) were abandoned during the reporting period, down from four (12 percent) the previous year. We neither confirmed nor denied the existence of records for one request (2 percent) in 2022–2023, up from zero (0 percent) the previous year. Zero requests were fully exempted (0 percent), one was fully excluded (2 percent), and none were declined to be acted upon with the approval of the Information Commissioner in 2022–2023 (0 percent).

Disposition of Completed Requests



3.3. Completion time of requests

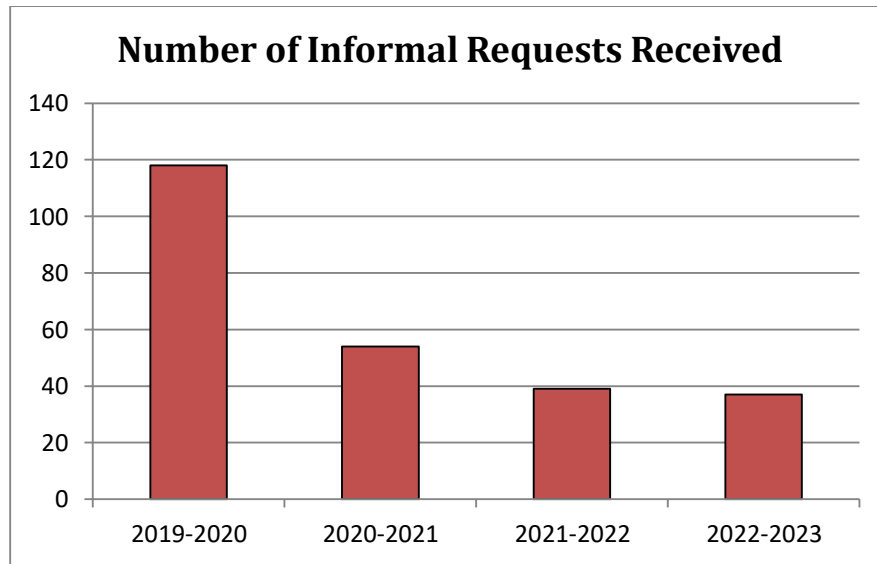
In 2022–2023, thirty-nine requests (83 percent) were completed within the legislated timelines. A total of thirty-five requests (74 percent) were completed within 30 days, up from twenty-two (51 percent) in 2021–2022; five requests (11 percent) were closed within 31 to 60 days, one (2 percent) within 61 to 120 days, zero (0 percent) within 121 to 180 days, two (4 percent) within 181 to 365 days, and four (9 percent) were closed more than 365 days after they were 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*. Operations during this period were not affected by any COVID-19 related measures.

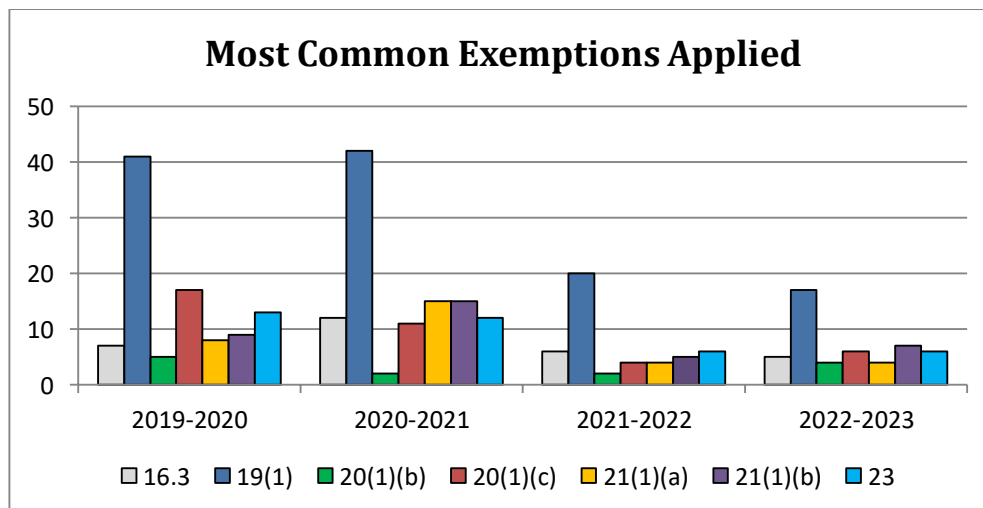
3.4. Informal releases of records

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 2022–2023 reporting period, and compared with the previous period, there was a decrease in the number of request packages released informally. The ATIP Office released 37 packages informally in 2022–2023, down by 5 percent from the preceding period when 39 packages were released.



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 2022–2023 fiscal year.



As in previous years, the most common exemption applied was under subsection 19(1) of the Act. In 2022–2023, it was used to protect personal information for 17 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 7 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 5 requests. Paragraph 20(1)(b) was applied for 4 requests in 2022–2023 and paragraph 20(1)(c) was applied for 6 requests in order to protect third-party information. Paragraph 20(1)(b) pertains to 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, and 20(1)(c) pertains to information the disclosure of which could reasonably be expected to result in material financial loss or gain, or could reasonably be expected to prejudice the competitive position of a third party.

3.6. Extensions of the time limit

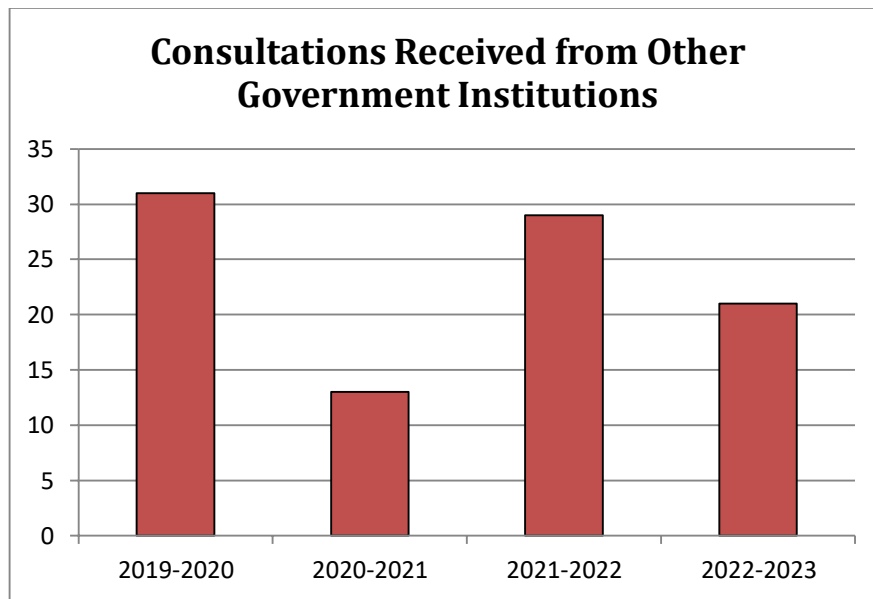
The Office of the Chief Electoral Officer took 8 extensions during the reporting period, 6 of which were taken under paragraph 9(1)(a) of the Act. Paragraph 9(1)(a) allows for an extension if a request is for a large volume of records and unreasonably interferes with the operations of the institution. Zero 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. Two extensions were taken under paragraph 9(1)(c) for the notification of third parties.

In 88 percent of the cases (7 in total), the extensions did not exceed 60 days, compared to 76 percent in 2021–2022. There were zero requests that required an extension of 61 to 120 days and zero that required an extension of 121 to 180 days. One request was extended for a period of 181 to 365 days and no requests were extended for a period 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 21 consultations from other government institutions in 2022–2023, all (100 percent) of which were responded to in fewer than 30 days. The number of formal consultations decreased by 28 percent from the previous year in which 29 formal consultations were received.



The ATIP Office only undertakes a consultation with another government institution when more information is required for the proper exercise of discretion to withhold information or when there is potentially sensitive information that could be disclosed.

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: \$180
- ▶ Fees waived or refunded: \$15
- ▶ Cost of operating the program: \$154,798

Salaries (including overtime) accounted for \$150,047 of the total cost of operating the program, whereas spending on goods and services amounted to \$4,751.

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.

The Office of the Information Commissioner received a total of 3 complaints against the Office of the Chief Electoral Officer in 2022–2023. At the beginning of the reporting period, the Office of the Information Commissioner also had to consider 7 outstanding complaints received in previous years. Five complaints against the Office of the Chief Electoral Officer were closed in 2022–2023.

The Office of the Information Commissioner determined that two complaints received in 2021–2022, one alleging that the Office of the Chief Electoral Officer had failed to give access to records or portions thereof and one alleging that the Office of the Chief Electoral Officer had improperly applied exemptions, were not well founded. One complaint received in 2017–2018 alleging that the Office of the Chief Electoral Officer had improperly applied exemptions, was determined to be well founded as the Office of the Chief Electoral Officer had released additional information to the complainant during the investigation. The Office of the Information Commissioner ceased to investigate one complaint received in 2019–2020 alleging that the Office of the Chief Electoral Officer had refused to process a request, because the request had been processed. One complaint received in 2019–2020 was discontinued by the complainant.

Three complaints from 2022–2023, two alleging that the Office of the Chief Electoral Officer had failed to conduct a reasonable search for records and one alleging that the Office of the Chief Electoral Officer had improperly applied exemptions were still under investigation at the end of the fiscal year. Two complaints from 2021–2022, one alleging that the Office of the Chief Electoral Officer had improperly applied exemptions and the other alleging that the Office of the Chief Electoral Officer had failed to conduct a reasonable search for records, are still under investigation.

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*, 2022–2023



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

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

1.1 Number of requests

		Number of Requests
Received during reporting period		39
Outstanding from previous reporting periods		25
• Outstanding from previous reporting period	11	
• Outstanding from more than one reporting period	14	
Total		64
Closed during reporting period		47
Carried over to next reporting period		17
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	15	

1.2 Sources of requests

Source	Number of Requests
Media	11
Academia	1
Business (private sector)	2
Organization	0
Public	16
Declined to identify	9
Total	39

1.3 Channels of requests

Source	Number of Requests
Online	38
Email	0
Mail	1
In person	0
Phone	0
Fax	0
Total	39

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

		Number of Requests
Received during reporting period		35
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		37
Closed during reporting period		37
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	20
Email	15
Mail	0
In person	0
Phone	0
Fax	0
Total	35

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
33	0	2	0	1	1	0	37

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
23	776	12	3,588	0	0	1	2,979	1	71,148

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	1
Total	1
Approved by the Information Commissioner during the reporting period	0
Declined by the Information Commissioner during the reporting period	1
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	3	6	0	0	0	0	0	9
Disclosed in part	0	10	4	1	0	2	4	21
All exempted	0	0	0	0	0	0	0	0
All excluded	0	1	0	0	0	0	0	1
No records exist	7	3	1	0	0	0	0	11
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	4	0	0	0	0	0	0	4
Neither confirmed nor denied	0	1	0	0	0	0	0	1
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	14	21	5	1	0	2	4	47

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)	3	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)	2	18(d)	0	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	7
14	0	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)	0	16.1(1)(d)	0	19(1)	17	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	5	20(1)(b)	4	23.1	0
15(1) - S. A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	1

16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	6	26	2
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	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	2	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	30	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
10,075	9,066	36

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	9	215	0	0	0	0	0	0	0	0
Disclosed in part	13	494	4	731	0	0	4	8,635	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	1	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
Decline to act with the approval of the Information Comm.	0	0	0	0	0	0	0	0	0	0
Total	28	709	4	731	0	0	4	8,635	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60–120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0

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	1

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	1	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	1	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	3	0	0	3
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	3	0	0	3

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	39
Percentage of requests closed within legislated timelines (%)	82.9787234

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	0	0	4

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	2	1	3
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	1	0	1
More than 365 days	1	3	4
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	0	0	0	0
Disclosed in part	6	0	0	2
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	6	0	0	2

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	2	0	0	0
31 to 60 days	3	0	0	2
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
Total	6	0	0	2

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	36	\$180.00	0	\$0.00	3	\$15.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	36	\$180.00	0	\$0.00	3	\$15.00

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	21	3,749	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	21	3,749	0	0
Closed during the reporting period	21	3,749	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	18	0	0	0	0	0	0	18
Disclose in part	2	1	0	0	0	0	0	3
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	20	1	0	0	0	0	0	21

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
3	2	0

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	2	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		\$147,822
Overtime		\$2,225
Goods and Services		\$4,751
• Professional services contracts	\$0.00	
• Other	\$4,751	
Total		\$154,798

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.729
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.729

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

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	0	52	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	0	52	52
--	---	---	----	----

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, 2023	Open Requests That Are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022–2023	2	1	3
Received in 2021–2022	0	3	3
Received in 2020–2021	0	5	5
Received in 2019–2020	0	6	6
Received in 2018–2019	0	0	0
Received in 2017–2018	0	0	0
Received in 2016–2017	0	0	0
Received in 2015–2016	0	0	0
Received in 2014–2015	0	0	0
Received in 2013–2014 or earlier	0	0	0
Total	2	15	17

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 2022–2023	3
Received in 2021–2022	2
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	0
Received in 2014–2015	0
Received in 2013–2014 or earlier	0
Total	5

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, 2023	Open Requests That Are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022–2023	1	0	1
Received in 2021–2022	0	0	0
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	0	0
Received in 2015–2016	0	0	0
Received in 2014–2015	0	0	0
Received in 2013–2014 or earlier	0	0	0
Total	1	0	1

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 2022–2023	0
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 or earlier	0
Received in 2015–2016	0
Received in 2014–2015	0
Received in 2013–2014 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 2022–2023?	No
--	----

Section 6: Universal Access under the *Privacy Act*

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
--	---