

From: [Boucher, Carmen](#)
To: EC [REDACTED]
Subject: RE: SCIF & AO Questions from Elections Canada
Date: June 18, 2024 9:19:00 AM

Thank you

I am with EC [REDACTED] this afternoon and will try to have a side bar on this.

The OCCE will need to be in a position to independently manage the flow of intel to our office, independent of EC. This will require OCCE to have an SIO, and a ComCo. I think the ISSO role clearly falls to EC as it is specific to infrastructure, although I am not sure how this would work if one day OCCE has its own SCIF versus a co-use.

My intent is for my position to be appointed as OCCE SIO, and our Senior Advisor, Enforcement to receive the training to be ComCo for OCCE.

I know I still owe you an answer on the GCSI email chain.

Thanks!

From: EC [REDACTED]
Sent: Tuesday, June 18, 2024 9:15 AM
To: Boucher, Carmen OCCE [REDACTED]
Subject: RE: SCIF & AO Questions from Elections Canada

Thanks Carmen. Only EC [REDACTED] are indoctrinated now. I am waiting for EC [REDACTED] to confirm:

1. Who EC [REDACTED] envision in the roles of Compartment Information Control Officer (COMCO) & Information Systems Security Officer (ISSO); and
2. If they want to have any Deputy COMCO of ISSOs.

Once he confirms, then I will be able to follow-up with you and SSMO re: any additional indoctrinations that we need.

Thanks

EC [REDACTED]

From: Boucher, Carmen OCCE [REDACTED]
Sent: Monday, June 17, 2024 12:50 PM
To: EC [REDACTED]
Subject: FW: SCIF & AO Questions from Elections Canada

Context for this is that CSIS has SI reporting that Mylene needs access too, and she is in SITE meetings with SI potential. So CSIS has asked if she can be indoctrinated and I mentioned we may

have 3-4 people (to hedge).

That said, this would be great if someone from your shop can get indoctrinations, ideally the person(s) who would be SIO, COMCO, D/COMCO etc.

I am assuming that you have several individuals indoctrinated in your organization, as does OCCE, including myself.

So my priority is to have Mylene Gigou indoctrinated.

I will respond with that for OCCE and you guys could also put in a name if you think it will elp in the long run.

From: SSMO CSE [REDACTED]
Sent: Thursday, June 13, 2024 1:36 PM
To: EC [REDACTED] SSMO CSE [REDACTED]
Cc: Boucher, Carmen OCCE [REDACTED]
Subject: RE: SCIF & AO Questions from Elections Canada

UNCLASSIFIED / NON CLASSIFIÉ

EC [REDACTED]

Today, we received a message from CSIS regarding the need for some of your officers to be indoctrinated to gain access to intelligence. As per our policy standards, organizations are responsible for their own personnel indoctrinations once they become an Authorized Organization but we have yet to receive your request.

Our suggestion would be for you to nominate one, or two individuals to be sponsored to become indoctrinated by CSIS, and these individuals in turn, would support your request to become an Authorized Organization, set up your administrative structure and eventually indoctrinate personnel within your organization.

Note that CSIS has indicated a certain level of urgency with this request so, I look forward to hearing from you,

CSE [REDACTED]
CSE [REDACTED]
SIGINT Security Management Office (SSMO) /
Bureau de la gestion de la sécurité du SIGINT (BGSS)
CSE [REDACTED]

From: EC [REDACTED]
Sent: Friday, May 31, 2024 11:49 AM
To: SSMO <CSE [REDACTED]>
Subject: RE: SCIF & AO Questions from Elections Canada

UNCLASSIFIED / NON CLASSIFIÉ

EXTERNAL EMAIL – USE CAUTION / COURRIEL EXTERNE – FAITES PREUVE DE PRUDENCE

Hi CSE [REDACTED]

Thank you for confirming the next steps and processes with me.

For now, I think that we (EC and the OCCE) have enough details about next steps but will reach out if we feel we need some additional guidance in the near future.

Thank you again and have a great weekend

EC [REDACTED]

EC [REDACTED]

Elections Canada

EC [REDACTED]

Cellular / Cellulaire: EC [REDACTED]
30 Victoria, Gatineau, QC K1A 0M6

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From: SSMO CSE [REDACTED] >
Sent: Wednesday, May 29, 2024 10:51 AM

To: EC
Cc: SSMO <CSE>
Subject: RE: SCIF & AO Questions from Elections Canada

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Hi EC,

Before we can proceed with Special Intelligence Access (SIA) indoctrinations for OCCE or Elections Canada personnel, the first step required is the request letter to become an Authorized Organization (AO). Once this is completed and our National SIGINT Risk Authority (NSRA) has provided approval for Elections Canada/OCCE to become an AO, the next step will be to stand up your administrative structure as a new AO (see attached CSSS-100, Chapter 4).

SSMO will assist with indoctrinating your admin structure personnel (SIO, COMCO, D/COMCO) for SIA, and then from there, your department would be responsible for managing/completing indoctrinations for any other personnel in your department(s) who have a requirement to consume Special Intelligence (SI). The prerequisites for the Special Intelligence Access (SIA) Indoctrination can be found in the attached CSSS-100, at s.7.3.2.

I would be happy to arrange a phone call or meeting to go over this process in more detail.

Regards,

CSE
SIGINT Security Management Office (SSMO)

 CSE


From: EC
Sent: Friday, May 24, 2024 8:10 AM
To: SSMO <CSE>
Subject: RE: SCIF & AO Questions from Elections Canada

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EXTERNAL EMAIL – USE CAUTION / COURRIEL EXTERNE – FAITES PREUVE DE PRUDENCE

Hi **CSE**,

The OCCE has 3-5 employees that need SIGINT indoctrinations and we are not familiar with the process for obtaining SIGINT indoctrinations with CSE.

Can you please confirm who I should be reaching out to for more information about these processes and making these requests?

Thanks so much

EC

EC

Elections Canada

EC

Cellular | Cellulaire: **EC**
30 Victoria, Gatineau, QC K1A 0M6

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From: **CSE**

Sent: Tuesday, May 14, 2024 12:05 PM

To: SSMO **CSE** >

Cc: **EC**

Subject: RE: SCIF & AO Questions from Elections Canada

Good morning **CSE**

Thank you for the follow-up. We are still interested and have drafted a request letter that is with our management for review and signature. Once it's signed then I will email it to your team.

Thank you again for all of your support.

EC

EC

Elections Canada

EC

Cellular / Cellulaire: EC
30 Victoria, Gatineau, QC K1A 0M6

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From: SSMO CSE
Sent: Thursday, May 9, 2024 1:20 PM
To:
Cc: EC SSMO <CSE >
Subject: RE: SCIF & AO Questions from Elections Canada

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UNCLASSIFIED / NON CLASSIFIÉ

Good afternoon EC

Just checking in to see if Elections Canada/OCCE are still looking to become an Authorized Organization?

SSMO remains available if you have any questions on the request process.

Regards,

CSE
SIGINT Security Management Office (SSMO)
☎ **CSE**
✉ **CSE**

From: **EC**
Sent: Thursday, February 22, 2024 9:41 AM
To: SSMO <**CSE**>
Cc: **EC**
Subject: RE: SCIF & AO Questions from Elections Canada

UNCLASSIFIED / NON CLASSIFIÉ

EXTERNAL EMAIL – USE CAUTION / COURRIEL EXTERNE – FAITES PREUVE DE PRUDENCE

Good morning **CSE**

Thank you very much for this information. I will work on drafting the request letter. If I have any questions then I will let you know.

Have a great day

EC

EC
Elections Canada
EC
Cellular | Cellulaire: **EC**
30 Victoria, Gatineau, QC K1A 0M6

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From: SSMO <CSE [REDACTED]>
Sent: Monday, February 19, 2024 2:35 PM
To: EC [REDACTED]
Cc: EC [REDACTED] SSMO <CSE [REDACTED]>
Subject: RE: SCIF & AO Questions from Elections Canada

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Good afternoon EC [REDACTED]

Thank you for providing additional context/information on both Elections Canada and the Office of the Commissioner of Canada Elections (OCCE)'s mandates and intelligence requirements. In order to move forward with requesting Authorized Organization (AO) status, Elections Canada/OCCE's Deputy Head may request AO status by sending a signed request letter to SSMO (addressed to CSE's National SIGINT Risk Authority, CSE [REDACTED]).

The request letter must include:

- a rationale for the request, including the mandate of the organization(s) and the proposed use of Special Intelligence (SI);
- a point of contact (POC) who can facilitate discussions regarding the organization's need for AO status;
- the type of SI consumption expected (i.e. CTSN, e-mail, intelligence access); and
- the steps for the establishment of a SCIF (if required).

Please note that the information already provided in your below email can be included in the letter, to help support the request for AO status. Once we receive the letter (signed by Elections Canada/OCCE's Deputy Head), SSMO will then seek approval from CSE's NSRA for Elections Canada/OCCE to become an Authorized Organization.

Once you have AO status and have also stood up the required administrative structure (see below excerpts), then Elections Canada/OCCE can reach out to [REDACTED] to seek a SCIF Co-Use Agreement (if this option is still desired by your organizations). The other option would be to pursue the construction & accreditation of a SCIF, which would then be fully managed/maintained by Elections Canada/OCCE.

For reference, I have included the relevant excerpts on Authorized Organizations/requesting AO status/AO Administrative Structure, taken from our Canadian SIGINT Security Standards, CSSS-100 (Jan 2024) policy document –

2.2 (U) Authorized Organizations

2.2.1 (U) Privileges and Responsibilities

(U) An AO is a federal institution with written authorization from CSE's NSRA to directly access SIGINT, and has acknowledged that it is accountable to CSE for protection and control of SIGINT to which it has access. To be an AO, a federal institution must have a CSE-recognized senior indoctrinated official (see s.4.2.1) and Compartmented Information Control Officer (see s.4.2.2).

(U) AO status allows federal institutions to indoctrinate their staff and affiliated contractors. Subject to authorization from NSRA, an AO may also:

- construct facilities for storing and processing SI (otherwise known as sensitive compartmented information facilities (SCIFs));
- set up networks and information systems (such as CTSN) for electronically accessing and processing SI; and
- establish SIGINT dissemination officers (SDOs) to disseminate serialized records from CSE's dissemination database of record to designated staff from the SDO's AO.

2.3 (U) Requesting Authorized Organization Status

2.3.1 (U) Initiating the Request

(U) The Deputy Head (or a delegated official) must request AO status by sending a letter addressed to CSE's NSRA via email to SSMO. The request must include:

- a rationale for the request, including the mandate of the organization and the proposed use of SI;
- a point of contact (POC) who can explain the organization's need for AO status;
- the type of SI consumption expected;

and

- the steps for the establishment of a SCIF (if required).

2.3.2 (U) Approval of a Request for Authorized Organization Status

(U) Upon receipt of a GC organization's request to receive SIGINT, CSE's NSRA will:

- determine if the client's business case is consistent with CSE's mandate and priorities;
- review the request to determine if CSE has the appropriate resources;
- approve or deny the request; and
- inform the organization of required follow-up action.

2.3.3 (U) Formal Agreement

(U) A successful request to become an AO is documented via a letter of approval from CSE's NSRA, which describes the privileges and responsibilities related to AO status. AO status is contingent on maintaining the security requirements documented in the CSSS suite to the satisfaction of NSRA. In the absence of mitigating circumstances, failure to meet these security requirements will result in corrective measures prescribed by NSRA or loss of AO status.

3.2.3 (U) Pillar 1: Administrative Framework Assessment

(U) AOs must have an administrative structure in place to ensure accountability for, and effectiveness of, its SIGINT

protection and control regime. To this end, the security assessment process requires AOs to establish an administrative structure based on the deputy head's (or delegated official) appointment of the following officers:

- a Senior Indoctrinated Official (SIO);
 - the executive officer responsible and accountable for SIGINT protection and control;
- a Compartmented Information Control Officer (COMCO);
 - responsible for a range of duties related to SI protection and control;
- a Deputy COMCO (D/COMCO);
 - shares duties with the COMCO; and
- an Information Systems Security Officer (ISSO);
 - ensures that SI-bearing IT systems and networks are compliant with prescribed IT security standards.

If you have any questions or concerns, please let us know.

Regards,

CSE

SIGINT Security Management Office (SSMO)



CSE



CSE

From: **EC**

Sent: Friday, February 9, 2024 3:29 PM

To: SSMO **CSE**

Cc: **EC**

Subject: SCIF & AO Questions from Elections Canada

EXTERNAL EMAIL – USE CAUTION / COURRIEL EXTERNE – FAITES PREUVE DE PRUDENCE

Good afternoon,

As discussed today, Elections Canada is requesting support from the Communications Security Establishment (CSE) with:

1. Gaining access to a TS SCIF [REDACTED] **for both** Elections Canada **and** the Office of the Commissioner of Canada Elections (OCCE).

2. Confirming if **and** how Elections Canada **and/or** the OCCE can become authorized organizations (AOs) to enable the OCCE offices at [REDACTED] to be set-up with a SCIF to house a CTSN system.

Background

Elections Canada: Mandate

The Office of the Chief Electoral Officer, commonly known as Elections Canada, is an independent, non-partisan agency that reports directly to Parliament. Our 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
- provide assistance and co-operation in electoral matters to electoral agencies in other countries or to international organizations

([Our mission, mandate, values – Elections Canada](#))

*In summary, Elections Canada is responsible for the conduct of general elections, by-elections and referendums – making sure they are delivered as set-out in the *Canada Elections Act*.

OCCE: Mandate

The OCCE is responsible for ensuring compliance with and enforcing the *Canada Elections Act* and the *Referendum Act*.

[About Us | Commissioner of Canada Elections \(cef-cce.ca\)](#)

Elections Canada and the OCCE

The OCCE has been administratively integrated with Elections Canada since 2019: [PPSC - Transition Book - Office of the Commissioner of Canada Elections \(OCCE\) \(ppsc-sppc.gc.ca\)](#) While independent of Elections Canada, we are responsible for supporting the OCCE with all of their administrative needs such as security, IT, human resources, etc.

For more about this relationship see: [Relationship between the Chief Electoral Officer and the Commissioner of Canada Elections: Key Guiding Principles – Elections Canada](#)

Support for Access to TS SCIF with [REDACTED]

Right now neither Elections Canada or the OCCE have a SCIF or access to one. Elections Canada is working on gaining access to one while we update our infrastructure (planning to have a Secret level Secure Space Area in the next 1-2 years). [REDACTED] has offered to allow us access to their TS SCIF and to access their CTSN terminals within the SCIF if we sign a SCIF Co-Use Agreement. However, this agreement must be signed by both the COMCO & ISSO, two positions that neither Elections Canada or the OCCE have.

Please note that we would be looking to set-up two different SCIF Co-Use Agreements because at this time:

- the OCCE requires access to the SCIF for TS level conversations, VTC equipment and CTSN terminals; and
- Elections Canada only requires access to the SCIFF to have TS level conversations and communications (via VTC equipment).

How do we (Elections Canada and the OCCE) become indoctrinated, so that we can have COMCO & ISSO or similar positions and be able to sign these SCIF Co-Use Agreements? Specifically, what steps do we need to take to become indoctrinated **and** set-up/sign these SCIF Co-Use Agreements?

Confirming if and How Elections Canada and/or the OCCE Can Become AOs

The OCCE is looking to confirm if [REDACTED] could accommodate a SCIF for a CTSN terminal. You advised me that in order to have a CTSN terminal that the OCCE would need to become an AO and that to become an AO, you need to have a mandate to consume SIGINT/COMINT. Given that the OCCE must investigate foreign interference complaints, we believe that they meet this requirement. Because the OCCE is administratively integrated with Elections Canada does that mean that we are required to become an AO too?

You also mentioned that to become an AO, a Deputy Head or authorized official need to send a letter explaining their mandate and a rationale for becoming an AO.

Given the above information, please confirm what are the next steps for the OCCE to request becoming an AO and what if any involvement you think Elections Canada should have in this process.

Happy to discuss if you have any questions or need any additional information.

Thank you

EC [REDACTED]

EC [REDACTED]

[REDACTED]
Elections Canada

EC [REDACTED]

Cellular | Cellulaire EC [REDACTED]

30 Victoria, Gatineau, QC K1A 0M6

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