



ATI Annual Report

Report on the Access to
Information Act 2012-2013

**AECL's Access to
Information and Privacy
Office**

177-511600-041-007

2013 June

juin 2013

UNRESTRICTED

ILLIMITÉ

© Atomic Energy of Canada
Limited

112 Kent Street, Suite 501
Ottawa, Ontario
K1A 0S4

© Énergie atomique du
Canada limitée

112, rue Kent, bureau 501
Ottawa (Ontario)
K1A 0S4



ATI Annual Report

Report on the Access to
Information Act 2012-2013

AECL's Access to Information and Privacy Office

177-511600-041-007

Prepared by

Isabelle Verdon, Senior Analyst, Access to
Information and Privacy

Reviewed by

Pat Quinn, Director, Corporate
Communications

Approved by

Jean Boulais, Director, Access to Information
and Privacy

2013 June

juin 2013

UNRESTRICTED

ILLIMITÉ

© Atomic Energy of Canada
Limited

© Énergie atomique du
Canada limitée

112 Kent Street, Suite 501
Ottawa, Ontario
K1A 0S4

112, rue Kent, bureau 501
Ottawa (Ontario)
K1A 0S4



Revision History

Liste de révisions

**UNRESTRICTED
ILLIMITÉ**

Page 1 of /de 1

CW-511300-FM-168 Rev. 0

Ref. Procedure CW-511300-PRO-161

Document No. / Numéro de document:

177	511600	041	007
Doc. Collection ID ID de la collection de doc.	SI Répertoire du sujet	Section	Serial No. N° de série

Document Details / Détails sur le document

Title Titre	Total no. of pages N ^{bre} total de pages
Report on the Access to Information Act 2012-2013	28

For Release Information, refer to the Document Transmittal Sheet accompanying this document. / Pour des renseignements portant sur la diffusion, consultez la feuille de transmission de documents ci-jointe.

Revision History / Liste de révisions

Revision / Révision		Details of Rev. / Détails de la rév.	Prepared by Rédigé par	Reviewed by Examiné par	Approved by Approuvé par
No./N°	Date (yyyy/mm/dd)				
D1	2013/05/27	Prepared Draft and french versions	Isabelle Verdon	Gabriel Lalonde Pat Quinn	Jean Boulais Jean Boulais
	2013/05/27	Reviewed by ATIP Director			
	2013/06/03	Reviewed by NRCan, Portfolio and Consultation/Engagement Management Branch			
	2013/06/06	Reviewed by Corporate Communications			
	2013/06/07	Approved			

TABLE OF CONTENTS

SECTION	PAGE
1. INTRODUCTION	1
2. AECL'S ACCESS TO INFORMATION AND PRIVACY OFFICE	3
2.1 ATIP's Organizational Chart	4
2.2 Responsibilities of the Access to Information and Privacy Office	4
3. ACCESS TO INFORMATION DELEGATION ORDER	5
3.1 Sections of the <i>Access to Information Act</i> Authority	5
3.2 The <i>Access to Information Act</i> Designation Order	6
4. 2012-2013 STATISTICAL REPORT ON THE <i>ACCESS TO INFORMATION ACT</i>	10
4.1 Interpretation of the 2012-2013 Statistical Report on the <i>Access to Information Act</i>	16
4.1.1 Part 1 – Requests under the <i>Access to Information Act</i>	16
4.1.2 Part 2 – Requests Closed During the Reporting Period	18
4.1.3 Part 3 – Extensions	20
4.1.4 Part 4 – Fees	20
4.1.5 Part 5 – Consultations Received from Other Institutions and Organizations	21
4.1.6 Part 6 – Completion Time of Consultations in Cabinet Confidences	21
4.1.7 Part 7 – Resources Related to the <i>Access to Information Act</i>	21
4.2 Multi-Year Trends	22
5. TRAINING	22
6. COMPLIANCE	23
7. COMPLAINTS AND INVESTIGATIONS	23

1. INTRODUCTION

Atomic Energy of Canada Limited (AECL) is an agent Crown corporation reporting to Parliament through the Minister of Natural Resources Canada. AECL is headquartered in Chalk River, Ontario and employs more than 3,250 full-time staff.

AECL provides value to Canadians as: an advisor to, and agent of, the Government of Canada for public policy purposes; an enabler of business innovation and technology transfer; and a generator of highly-qualified people.

AECL's vision is to be a global partner in nuclear innovation. The company's overriding objective or "strategic outcome" is to ensure that Canadians and the world receive energy, health, environmental and economic benefits from nuclear science and technology, with confidence that nuclear safety and security are assured.

On September 1, 2007 the *Federal Accountability Act* amended the *Access to Information Act (ATIA)* to include AECL. The purpose of the *ATIA*, as it relates to AECL, is to provide Canadian citizens with the right to access information in records under the control of AECL. This information can relate to the company's general administration or the operation of AECL's nuclear facilities that are subject to regulation by the Canadian Nuclear Safety Commission.

Section 72 of the *ATIA* stipulates that, at the end of each fiscal year, the head of each Government of Canada institution must prepare for submission to Parliament an annual report on the administration of this Act within their respective institution.

This annual report is prepared and tabled in accordance with section 72 of the *ATIA*. The report provides a summary of the management and activities related to the implementation of the *ATIA* within AECL for the fiscal year 2012-2013.

2012-2013 Highlights

- AECL received 76 new requests for information under the *ATIA* and carried over four outstanding *ATIA* requests from the previous fiscal year. Of the total 80 requests, 74 were completed and six were carried forward to the next fiscal year. In addition to these *ATIA* requests, AECL received 15 informal requests for information in 2012-2013.
- Of the 76 new requests received, 10.53 per cent originated from the business community, 3.95 per cent originated from the media, 73.68 per cent originated from the public, 6.58 per cent originated from academia and 5.26 per cent from organizations.
- Of the 74 completed requests, records were disclosed in full in 13.51 per cent of the cases, disclosed in part in 58.11 per cent of the cases and 10.81 per cent of applications for information were abandoned by the applicant. 2.7 per cent of the requests were excluded in full and 1.35 per cent was fully exempted. 1.35 per cent of the requests were transferred to another federal organization and in 12.16 per cent of the cases no records existed under the control of AECL. Of the 74 completed requests, a total of 9,618 pages were analysed formally and an additional 1,223 pages were reviewed informally.
- AECL received 34 new requests for consultations from other organizations subject to the *ATIA* and two were outstanding from the previous year. Of these consultations, all 36 were completed and none were carried forward to the next fiscal year. A total of 3,799 pages were consulted.
- The website www.nrucanada.ca continues to provide proactive disclosure on the latest information relating to AECL's National Research Universal (NRU) reactor.
- The Port Hope Area Initiative website www.phai.ca/en/ATIP continues to provide the public with guidance on accessing radiological property information.
- Summaries of completed Access to Information requests processed by AECL's Access to Information Office can be found on AECL's website <http://www.aecl.ca/Contact/Access/Requests.htm>

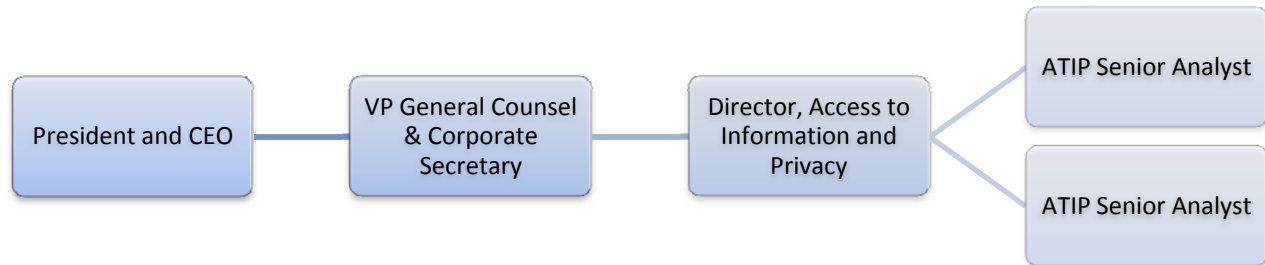
2. AECL'S ACCESS TO INFORMATION AND PRIVACY OFFICE

AECL undertakes a series of Program Activities, identified below, that have been established to fulfil the company's strategic outcome. These programs are aligned with and support the Government of Canada's science and technology priorities for a clean and healthy environment; healthy Canadians; a safe and secure Canada; and an innovative and knowledge-based economy.

Nuclear Industry Capability	<i>Ensures that the Canadian nuclear sector remains safe and productive, with access to science and technology resources to address emergent technological challenges, and that Canada maintains a strong nuclear power sector.</i>
Nuclear Safety & Security	<i>Ensures that federal activities, regulations and policies, related to nuclear or radiological issues, are supported by the necessary expertise and facilities.</i>
Clean, Safe Energy	<i>Involves the development of energy technologies that make a beneficial impact on Canada's use of clean energy.</i>
Health, Isotopes & Radiation	<i>Ensures that Canadians experience health benefits from nuclear science and technology.</i>
Nuclear Environmental Stewardship	<i>Ensures that Canada's federal nuclear sites are clean and healthy environments.</i>
Nuclear Innovation Networks	<i>Ensures that the Canadian science and technology communities can advance their innovation agendas through access to federal nuclear innovation infrastructure and expertise.</i>
Mission-Ready Science & Technology Infrastructure	<i>Ensures that scientists and engineers from AECL and its partner organizations have access to licensed facilities and services that enable nuclear innovation and production in a safe campus environment that is fully compliant with all legislation for conducting nuclear-related activities.</i>
Internal Services	<i>Ensures the business and administrative support functions and infrastructure to enable the efficient and effective delivery of the above programs.</i>

To fulfill ATIA responsibilities, AECL established an Access to Information and Privacy (ATIP) Office (ATIPO) in Ottawa, Ontario. The ATIPO consists of two ATIP senior analysts along with a Director who reports to the Vice-President, General Counsel & Corporate Secretary under the Internal Services program activity.

2.1 ATIP's Organizational Chart



2.2 Responsibilities of the Access to Information and Privacy Office

AECL's ATIP Director is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures that enable the efficient processing of requests under both the *Access to Information* and *Privacy Acts*. The Director is also responsible for related policies, systems and procedures resulting from the *Acts*, such as privacy protection and the collection, inventory and security of personal information banks. The Director acts as the point of contact for the Corporation in dealings with the ATIP Directorate at Treasury Board Secretariat and ATIP counterparts at Government of Canada departments and agencies.

The ATIPO is responsible for integrating procedures and services for the efficient administration of the *Access to Information* and *Privacy Acts*. In addition to the processing of formal and informal requests, consultations and complaints, the ATIPO also provides advice and assistance to line operations on all aspects of the legislation, and prepares statistical and status reports for senior management.

All formal requests for information under the *ATIA* are forwarded to AECL's ATIPO where they are reviewed for clarity and conformity with the legislation. Information retrieval is facilitated electronically and the office of the primary interest and the ATIP Director work together to formulate recommendations on the disposition of the case. These recommendations are communicated by the Director to the Senior Management Team.

The ATIPO is also responsible for processing formal requests made under the *ATIA*. AECL's ATIPO maintains a good rapport with members of the public, media and business community that view the information, and is recognized by applicants and the offices of primary interest as a helpful group of informed officers.

Examples of the nature of records requested by applicants during this reporting period include information concerning the NRU reactor; Chalk River Laboratories administration; radiological property information; the Property Value Protection Program; the Port Hope Area Initiative; and communications with other Government departments.

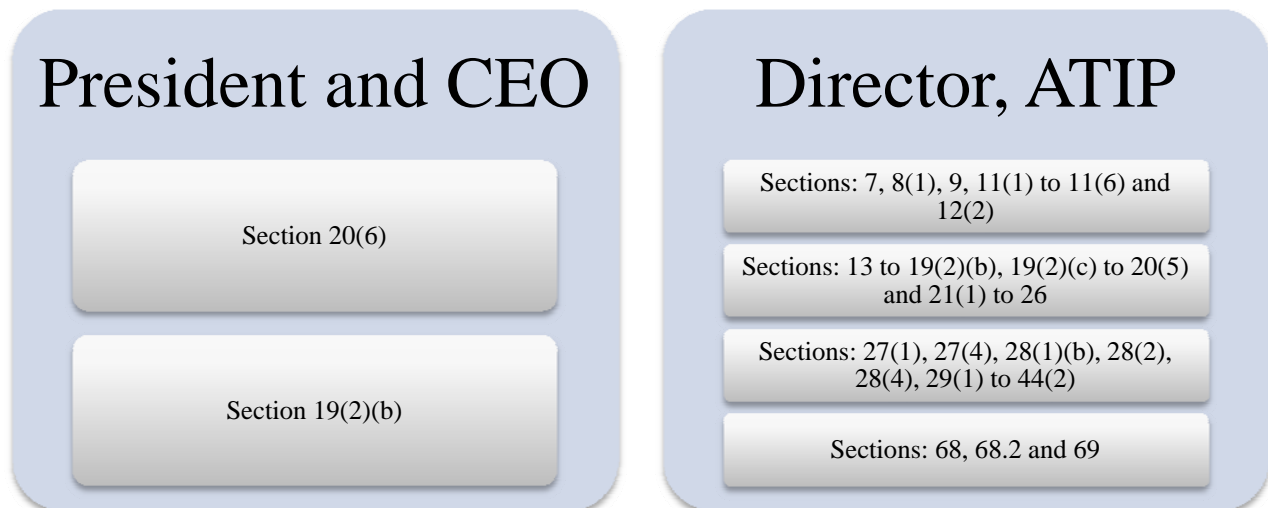
The ATIPO encourages potential applicants to discuss their requests informally with the offices of primary interest prior to filing a formal request. Often this yields a satisfactory response in less time. The offices of primary interest also respond to numerous informal requests for information. Advice is provided as required by AECL’s ATIPO to managers of the offices of primary interest if there is any doubt that the information can be released on an informal basis.

In addition, there are numerous requests for assistance directed to the ATIPO from members of the public who do not know who to contact to obtain brochures or other information available to the public. ATIPO also provides advice and recommendations to organizational managers and committees.

3. ACCESS TO INFORMATION DELEGATION ORDER

Section 73 of the ATIA authorizes the head of AECL to designate, by order, one or more officers or employees to exercise or perform any powers, duties or functions of the head of AECL that are specified in the order. Delegation is entirely at the discretion of AECL’s President & CEO. The decision-making authority for disclosure or non-disclosure under the ATIA is delegated to the ATIP Director except for the disclosure of information in public interest and the disclosure of personal information where publicly available (Sections 20(6) and 19(2)(b)) and where authority remains with the President & CEO.

3.1 Sections of the Access to Information Act Authority



3.2

The Access to Information Act Designation Order



ACCESS TO INFORMATION ACT DESIGNATION ORDER		ARRETÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION
<p>The President and CEO of Atomic Energy of Canada Limited pursuant to section 73 of the <i>Access to Information Act</i>, hereby designates the person holding the position set out in the schedule hereto to exercise the powers and perform the duties and functions of the President and CEO of AECL as the head of a government institution under the paragraph of the Act set out in the schedule opposite each position.</p>		<p>En vertu de l'article 73 de la <i>Loi sur l'accès à l'information</i>, le Président-directeur général de Énergie atomique du Canada limitée délègue au titulaire du poste mentionné à l'annexe ci-après les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les alinéas de Loi mentionnés dans la liste en regard de chaque poste.</p>
		<p>ATIP Director Directeur AIPRP</p>
7	<p>Notify requestor whether or not access is to be given and where appropriate, give access Aviser le requérant si le document sera communiqué ou non et le cas échéant, communiquer</p>	F
8(1)	<p>Transfer request to institution with greater interest Transmettre la demande à l'institution davantage concernée</p>	F
9(1)	<p>Extend time limits Proroger le délai</p>	F
9(2)	<p>Notify Information Commissioner of extension over 30 days Informer le Commissaire à l'information si la prorogation est de plus de trente jours</p>	F
11(1)(a)	<p>Assess fees - application Déterminer les frais de communication</p>	F
11(1)(b)	<p>Assess fees - application Déterminer les frais de reproduction</p>	F
11(2)	<p>Assess fees - search time over 5 hours Déterminer les frais de communication - plus de 5 heures de recherche</p>	F
11(3)	<p>Assess fees - machine readable records Déterminer les frais de communication - document informatisé</p>	F
11(4)	<p>Request deposit Demander un versement initial</p>	F
11(5)	<p>Notify request of assessment of additional fees Aviser le requérant de la détermination de frais additionnels</p>	F
11(6)	<p>Waive or refund of fees Accorder une dispense ou un remboursement des frais</p>	F
12(2)(b)	<p>Translate records Traduire des documents</p>	F



AECL EACL

		ATIP Director Directeur AIPRP
12(3)	Access to record in alternative format Communication sur support de substitution	F
13(1)	Apply exemption - information obtained in confidence from other governments Appliquer l'exception - renseignements obtenus à titre confidentiel	F
13(2)	Approve disclosure of information obtained in confidence Approuver la communication des renseignements obtenus à titre confidentiel	F
14	Apply exemption - federal-provincial affairs Appliquer l'exception - affaires fédérales-provinciales	F
15(1)	Apply exemption - international affairs and defence Appliquer l'exception - affaires internationales et défenses	F
16(1)	Apply exemption - law enforcement and investigations Appliquer l'exception - respect des lois et enquêtes	F
16(2)	Apply exemption - security Appliquer l'exception - sécurité	F
16(3)	Apply exemption - policing services for provinces or municipalities Appliquer l'exception - fonctions de police provinciale ou municipale	F
16(5)	Public Servant disclosure protection Protection des fonctionnaires divulgateurs d'actes répréhensibles	F
17	Apply exemption - safety of individuals Appliquer l'exception - sécurité des individus	F
18	Apply exemption - economic interests of Canada Appliquer l'exception - intérêts économiques du Canada	F
19(1)	Apply exemption - personal information Appliquer l'exception - renseignements personnels	F
19(2)(a)	Approve disclosure of personal information where individual consents Approuver la communication des renseignements personnels lorsque l'individu concerné y consent	F
19(2)(b)	Approve disclosure of personal information where publicly available Approuver la communication des renseignements personnels dans le cas où le public y a déjà accès	See note*
19(2)(c)	Approve disclosure of personal information in accordance with Section 8 of the Privacy Act (see Delegation of Authority under Privacy Act) Approuver la communication des renseignements personnels dans le cas où la communication est conforme à l'article 8 de la Loi sur la protection des renseignements personnels (Voir Délégation des pouvoirs en vertu de la Loi sur la protection des renseignements personnels)	F
20(1)	Apply exemption - third party information Appliquer l'exception - renseignements de tiers	F



AECL EACL

		ATIP Director Directeur AIPRP
20(2)	Approve disclosure of products or environmental testing information Approuver la communication des renseignements relatif aux essais de produits ou essais d'environnement	F
20(3)	Approve disclosure of information on methods used in testing Approuver la communication des renseignements relatifs aux méthodes utilisés pour les essais	F
20(5)	Approve disclosure of information where third party consents Approuver la communication des renseignements dans le cas où le tiers y consent	F
20(6)	Approve disclosure of information in public interest Approuver la communication des renseignements pour des raisons d'intérêt public	See note*
21(1)	Apply exemption - advice and recommendations Appliquer l'exception - avis et recommandations	F
22	Apply exemption - testing procedures, tests and audits Appliquer l'exception - examens et vérifications	F
23	Apply exemption - solicitor-client privilege Appliquer l'exception - secret professionnel des avocats	F
24(1)	Apply exemption - statutory prohibitions Appliquer l'exception - interdictions fondées sur d'autres lois	F
25	Refuse access to a record or part thereof Refuser la communication du document ou d'en communiquer les parties dépourvues	F
26	Refuse access where information is to be published Refuser la communication en cas de publication	F
27(1)	Notify third parties of intent to disclose information Aviser les tiers de l'intention de divulguer des renseignements	F
27(4)	Extend time limit for third parties Prorogation du délai accordé à un tiers	F
28(1)(b)	Decide to disclosure information after third party recommendation Décider de communiquer des renseignements suite aux observations d'un tiers	F
28(2)	Waive requirement that third party representation be in writing Dispenser un tiers de présenter des observations par écrit	F
28(4)	Approve disclosure of information where no third party review requested Approuver la communication des renseignements lorsque le tiers n'exerce pas de recours en révision	F
29(1)	Notify all parties of disclosure on recommendation of Information Commissioner Aviser les personnes en cause de la communication sur recommandation du Commissaire à l'information	F



AECL EACL

		ATIP Director Directeur ATIPRP
35(2)(b)	Make representations to Information Commissioner Présenter des observations au Commissaire à l'information	F
37(1)(b)	Notify Information Commissioner of institution's intent regarding recommendations Aviser le Commissaire à l'information de toute mesure prise ou envisagée par l'institution pour la mise en oeuvre de ses recommandations	F
37(4)	Approve access pursuant to an investigation Approuver la communication des renseignements suivant la tenue d'une enquête	F
43(1)	Notify third parties of application for review by Court Aviser les tiers d'un recours en révision par la cour	F
44(2)	Notify requestor of application for review by Court Aviser le requérant d'un recours en révision par la cour	F
68.2	Apply exclusion - information under the control of AECL Appliquer l'exclusion - renseignements qui relèvent d'EACL	F
68, 69	Notify individual that requested record is excluded Aviser l'individu que le document demandé est exclu	F

Notes:
 "F" Full authority to the ATIP Director
 * Full authority remains with the President & CEO of AECL.

Dr. Robert Walker, President & CEO of Atomic Energy of Canada Limited
 M. Robert Walker, Ph.D., Président-directeur général, Énergie atomique du Canada limitée

2011 Oct 12

Date

4. **2012-2013 STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT**



Statistical Report on the Access to Information Act

Name of Institution: Access to Information & Privacy

Reporting Period: 01-04-2012 to 31-03-2013

PART 1 - Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	78
Outstanding from previous reporting period	4
Total	80
Closed during reporting period	74
Carried over to next reporting period	6

1.2 Sources of Requests

Source	Number of Requests
Media	3
Academia	5
Business (Private Sector)	8
Organization	4
Public	58
Total	78

PART 2 - Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	3	6	0	1	0	0	0	10
Disclosed in part	30	4	3	5	1	0	0	43
All exempted	0	1	0	0	0	0	0	1
All excluded	0	2	0	0	0	0	0	2
No records exist	3	6	0	0	0	0	0	9
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	7	1	0	0	0	0	0	8
Treated informally	0	0	0	0	0	0	0	0
Total	44	20	3	6	1	0	0	74

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	3	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	1	20.4	0
13(1)(d)	0	16(3)	0	18(d)	1	21(1)(a)	3
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	2
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	2
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	1	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	42	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	3
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	5	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	1	16.5	0	20(1)(c)	6		
16(1)(b)	0	17	0	20(1)(d)	5		
16(1)(c)	2						
16(1)(d)	0						

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

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	1	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	1	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	2	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	9	1	0
Disclosed in part	26	17	0
Total	35	18	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	2136	2136	10
Disclosed in part	7388	5497	43
All exempted	58	0	1
All excluded	36	0	2
Request Abandoned	0	0	8

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	8	97	1	219	0	0	1	1820	0	0
Disclosed in part	26	794	13	2237	2	528	2	1938	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	2	0	0	0	0	0	0	0	0	0
Abandoned	8	0	0	0	0	0	0	0	0	0
Total	45	891	14	2456	2	528	3	3758	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	10	0	0	0	10
All exempted	1	0	0	0	1
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	13	0	0	0	13

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Request for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 - Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Thiry party notice
		Section 69	Other	
All Disclosed	0	0	2	0
Disclosed in part	0	0	7	2
All exempted	0	0	0	1
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	9	3

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Thiry partynotice
		Section 69	Other	
30 days or less	0	0	3	0
31 to 60 days	0	0	6	0
61 to 120 days	0	0	0	3
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	9	3

PART 4 - Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	30	\$ 150.00	39	\$195.00
Search	0	\$ 0.00	0	\$ 0.00
Production	0	\$ 0.00	0	\$ 0.00
Programming	0	\$ 0.00	0	\$0.00
Preparation	0	\$ 0.00	0	\$ 0.00
Alternative format	0	\$ 0.00	0	\$ 0.00
Reproduction	0	\$ 0.00	0	\$ 0.00
Total	30	\$ 150.00	39	\$ 195.00

PART 5 - Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	34	3656	0	0
Outstanding from the previous reporting period	2	143	0	0
Total	36	3799	0	0
Closed during the reporting period	36	3799	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendations	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	10	0	0	0	0	0	0	10
Disclose in part	15	4	1	0	0	0	0	20
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	5	0	0	0	0	0	0	5
Consult other institution	1	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
Total	31	4	1	0	0	0	0	36

5.3 Recommendations and completion time for consultations received from other organizations

Recommendations	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

PART 6 - Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365 days	0	0
Total	0	0

PART 7 - Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$ 183188.59
Overtime		\$ 0.00
Goods and Services		\$ 5254.66
• Professional services contracts	\$ 0.00	
• Other	\$ 5254.66	
Total		\$ 188443.25

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	1.5	0	1.5
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	1.5	0	1.5

Previously released ATI package released informally

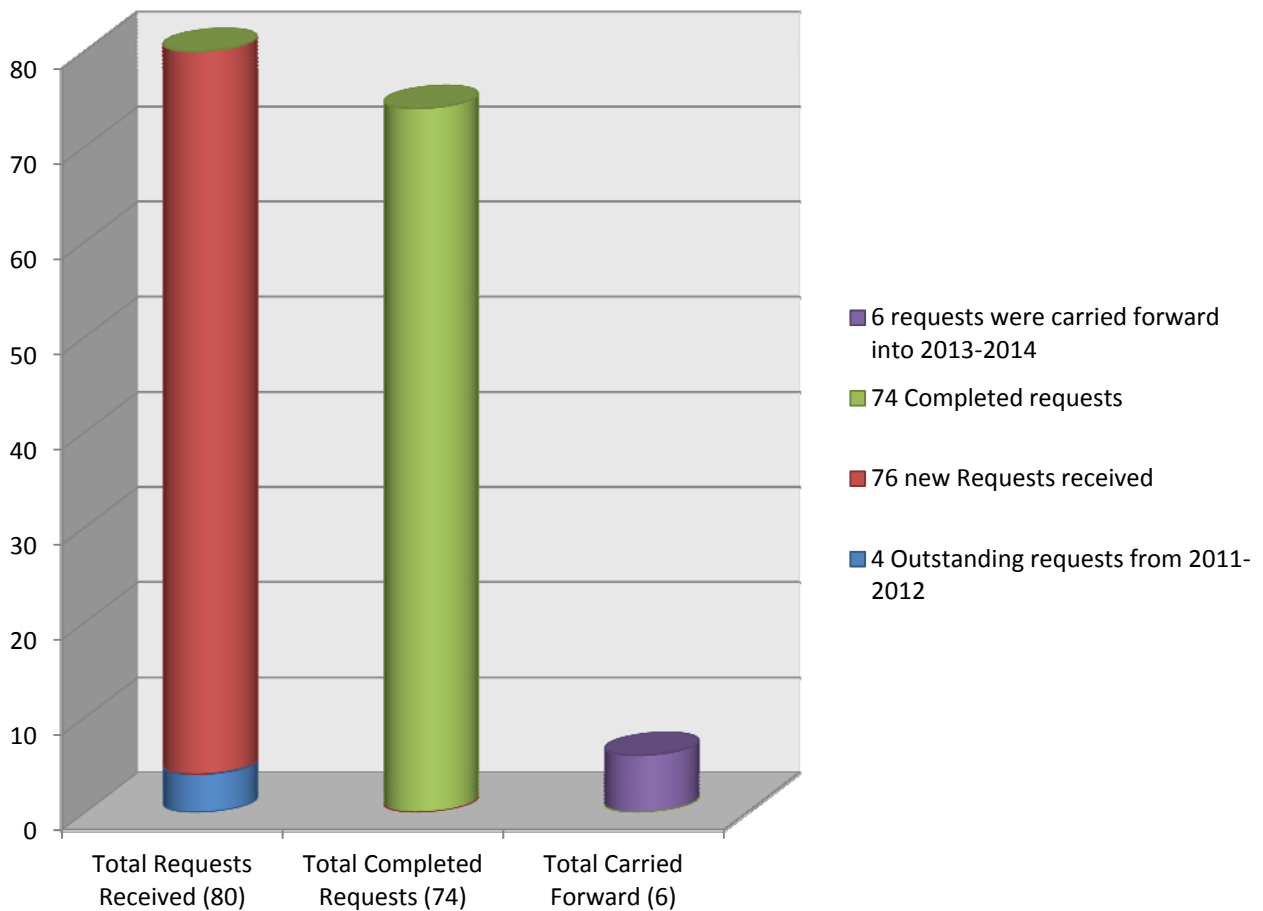
Institution	Number of informal releases of previously released ATI packages
Atomic Energy of Canada Limited	nil

4.1 Interpretation of the 2012-2013 Statistical Report on the Access to Information Act

4.1.1 Part 1 – Requests under the Access to Information Act

Part 1.1 - Number of Requests

AECL received 76 new requests for information under the ATIA and carried over four outstanding ATIA requests from the previous fiscal year. Of the total 80 requests, 74 were completed and six were carried forward to the next fiscal year.

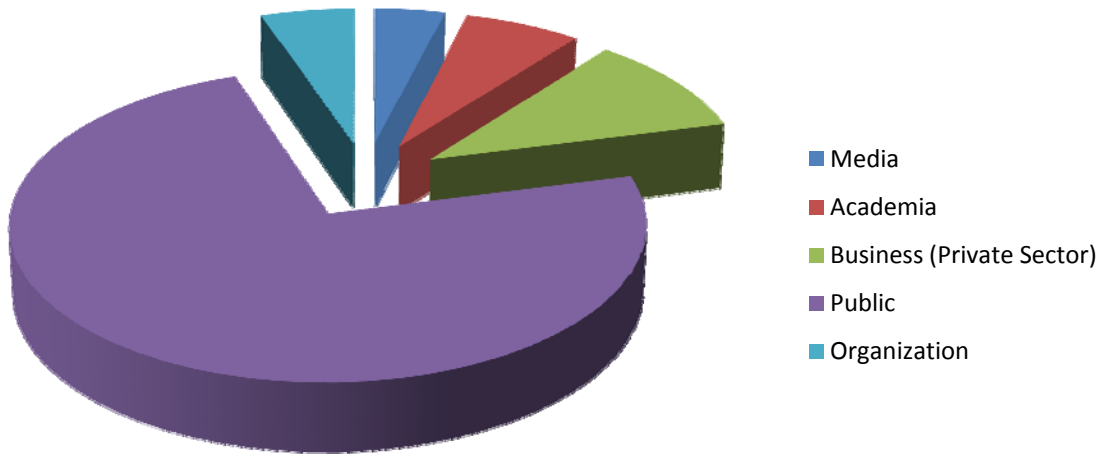


Part 1.2 - Sources of Requests

Seventy-six new requests were received under the *ATIA* during the period under review. Details concerning the source of the requests are as follows:

Source	Percentage of Requests
Media	3.95%
Academia	6.58%
Business (Private Sector)	10.53%
Organization	5.26%
Public	73.68%

Sources 2012- 2013



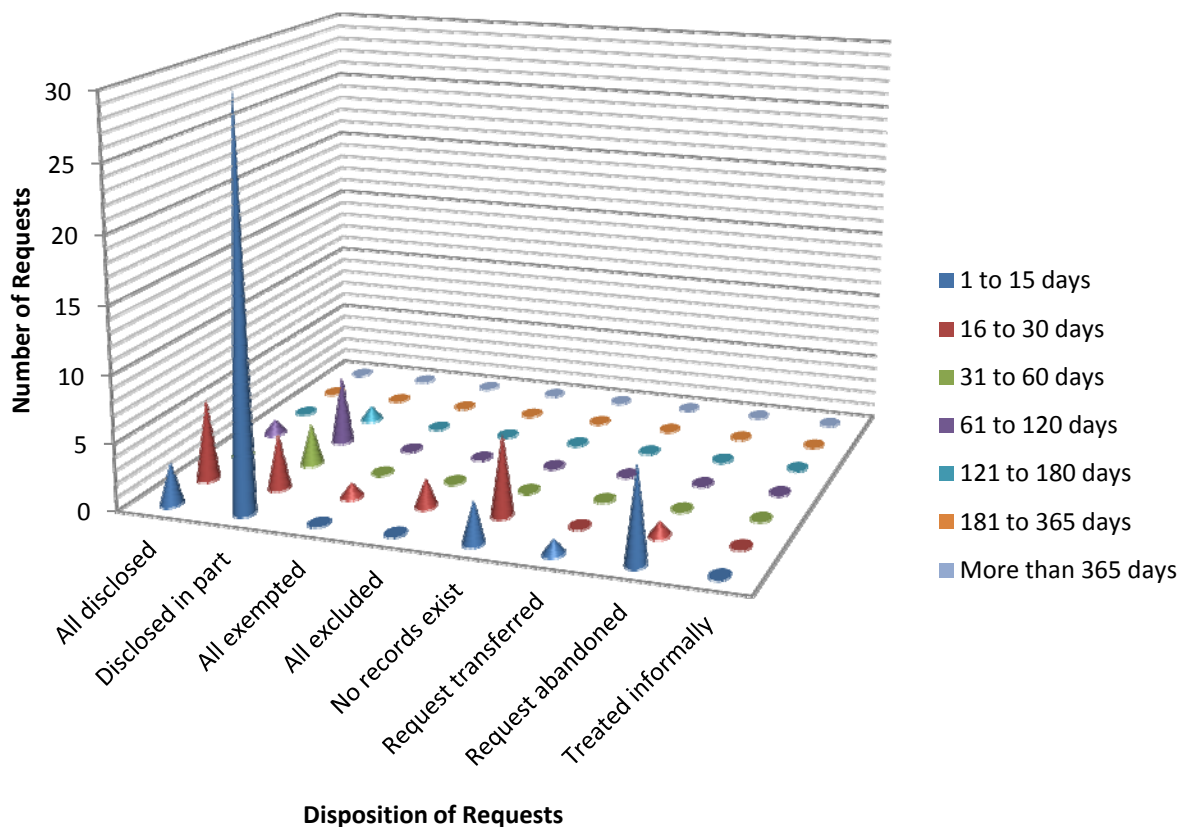
4.1.2 Part 2 – Requests Closed During the Reporting Period

Part 2.1 - Disposition and Completion Time

Of the 74 requests completed in 2012-2013, information was disclosed in full without exemptions and/or exclusions for ten requests. Three of these requests were disclosed in full within one to 15 days, six requests within 16 to 30 days and one request within 61 to 120 days.

Of the 74 requests completed in 2012-2013, information was disclosed in part for 43 requests. 30 of these requests were closed within 15 days, four were closed between 16 to 30 days, three were closed within 31 to 60 days, five were closed between 61 to 120 days and one was closed between 121 to 180 days.

AECL was able to process 53 requests as the requested information was within their custody and control. Therefore, no records existed for nine requests (closed within 30 days) and eight requests were abandoned within 30 days. Additionally, two requests processed within 30 days were excluded in full and one request closed within 16 to 30 days was exempted entirely from the ATIA. No requests were treated informally, leaving one request that was transferred to another federal organization within 15 days.



Part 2.2 – Exemptions

In cases in which access to certain information was denied, the following exemptions were cited:

Reasons	Incidences
International Affairs (s.15(1))	1
Law enforcement and investigations (s.16(1))	4
Economic interests of Canada (s.18)	5
Personal information (s.19)	42
Third party information (s.20)	16
Operations of Government - Advice, etc. (s.21(1))	7
Solicitor-client privilege (s.23)	3

Part 2.3 – Exclusions

Other information was denied under the following exclusions:

Reasons	Incidences
The Act does not apply to certain materials	1
Atomic Energy of Canada Limited (s.68.2)	3

Part 2.4 - Format of Information Released

The format in which information has been submitted, entirely or partially, to the requesters was in paper for 35 cases and electronically for 18 cases.

Part 2.5 – Complexity

Part 2.5.1 - Relevant Pages Processed and Disclosed

2,136 pages were processed and fully disclosed for ten requests. As for the 43 disclosed-in-part requests, 7,388 pages were processed and a total of 5,497 pages were disclosed. No pages were processed nor disclosed for the eight abandoned requests. As for the three all-excluded or all exempted requests, 94 pages were processed and none were disclosed.

Part 2.5.2 – Relevant Pages Processed and Disclosed by Size of Requests

A total of 45 requests had fewer than 100 pages to process and a total of 891 pages were disclosed. Fourteen requests had between 101-500 pages to process and a total of 2,456 were disclosed. Two requests had between 501-1,000 pages to process and a total of 528 pages were disclosed. Three requests had between 1,001-5,000 pages to process and a total of 3758 pages were disclosed. Finally, no requests had more than 5,000 pages to process.

Part 2.5.3 - Other Complexities

Two of the requests released in full as well as ten of the requests disclosed in-part required consultation with other Government institutions or third parties.

Part 2.6 - Deemed Refusals

AECL has zero deemed refusals to report in 2012-2013.

Part 2.7 - Request for Translation

No translations were prepared during the period under review.

4.1.3 Part 3 – Extensions

Part 3.1 – Reasons for Extensions and Disposition of Requests

In 2012-2013, AECL found it necessary to extend the timeframe of nine requests under paragraph 9(1)(b) of the *ATIA* in order to consult other Government institutions. AECL also found it necessary to extend the time frame in three other cases under paragraph 9(1)(c) of the *Act* in order to consult with third parties.

Part 3.2 – Length of Extensions

Out of the nine cases in which paragraph 9(1)(b) was applied, three cases were extended for 30 days or less and six cases were extended between 31 to 60. The three cases in which paragraph 9(1)(c) was applied were extended between 61 to 120 days.

4.1.4 Part 4 – Fees

One hundred and fifty dollars in application fees were collected between April 1, 2012 and March 31, 2013. No search, production, programming, preparation, alternate formats or reproduction fees were assessed or collected. The *ATIA* allows for the waiving of fees when a request is deemed to be in the public's interest. Fees of \$195.00 were waived in 39 cases.

4.1.5 Part 5 – Consultations Received from Other Institutions and Organizations

Part 5.1 – Consultations Received from other Government institutions and Organizations

AECL received 36 requests for consultations from other Government institutions. Out of the 36 consultation requests, 34 were new consultation requests and two were outstanding from the previous fiscal year period. A total of 36 consultation requests were completed where a total of 3,799 pages were reviewed.

Part 5.2 – Recommendations and Completion Time for Consultations Received from Other Government Institutions

Of the 36 consultation requests completed in 2012-2013, information was recommended to be disclosed in full for 10 cases within 15 days and in-part for 20 other cases. Of the 20 other cases, 15 were completed within 15 days and four within 16 to 30 days. Five consultation requests were recommended to exclude information entirely and were completed within 15 days. Only one request for consultations was recommended within 15 days that the information was non-relevant to AECL.

Part 5.3 – Recommendations and Completion Time for Consultations Received from Other Organizations

AECL did not receive any consultations from other organizations during the period under review.

4.1.6 Part 6 – Completion Time of Consultations in Cabinet Confidences

AECL did not have any consultations in Cabinet confidences.

4.1.7 Part 7 – Resources Related to the *Access to Information Act*

Part 7.1 – Costs

Total salary costs associated with *ATIA* activities are estimated at \$183,188.59 for 2012-2013. Other operation and maintenance costs amounted to \$5,254.66 for a total of \$188,443.25.

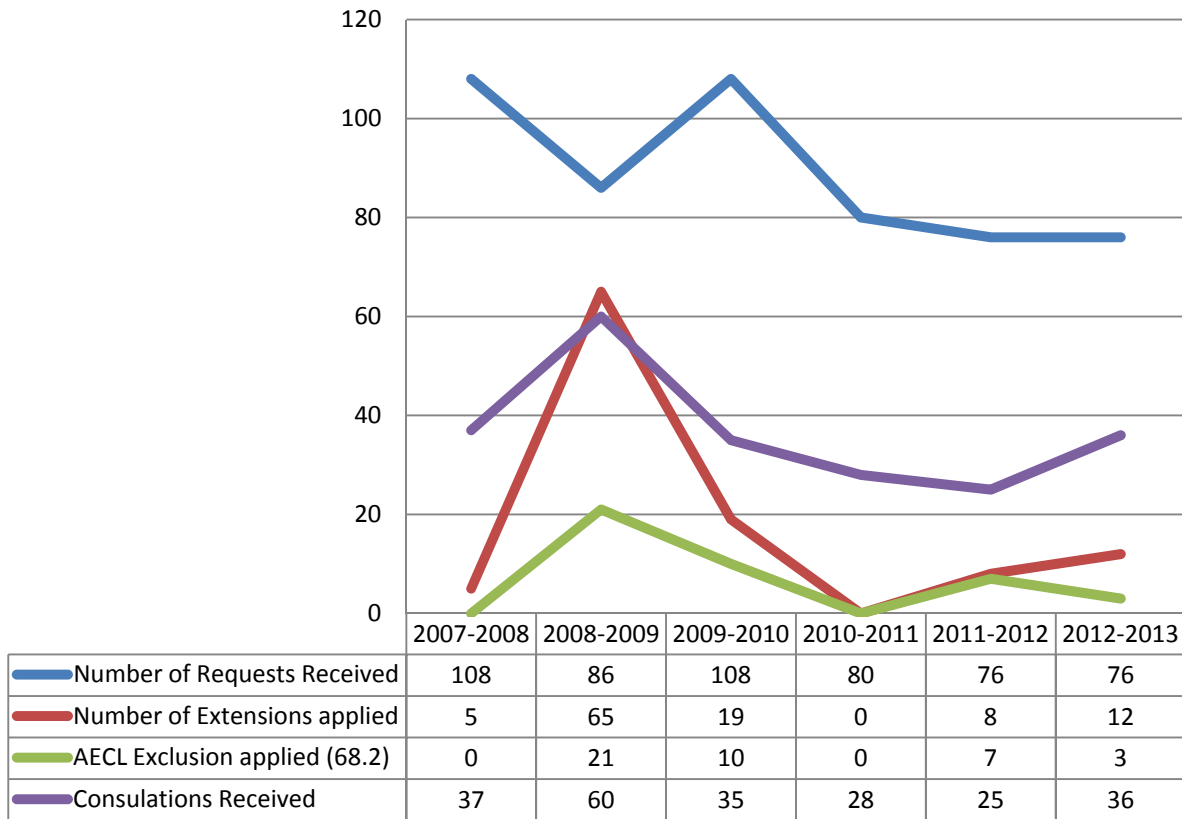
Included in the costs attributable to the ATIPO are the costs accountable for the administration of the *ATIA*. These are the salary costs of individuals working on access to information activities such as processing requests, assisting the Information Commissioner with complaint investigations, processing consultation requests from other Government institutions, maintenance

of the ATIP software, preparing reports or training materials, maintaining statistics, preparing legislated requirements and giving awareness sessions.

Part 7.2 – Human Resources

The associated full-time equivalency (FTE) human resources are 1.5.

4.2 Multi-Year Trends



5. TRAINING

AECL’s ATIPO and Organizational Development and Training has implemented and registered the Access to Information Awareness course under AWS-0029 to gain a total of three credit hours. This training is to inform AECL employees of the basic principles of the ATIA, their individual obligations, various exemptions and/or exclusions and the reporting obligations of AECL to central agencies and Parliament. It is one of the ATIPO’s objectives to ensure that all employees understand their obligations to the requirements of the ATIA. In addition, the training provides details on applicable fees, tight deadlines and the consultation process with other levels

of governments. Briefing sessions form an integral part of the ATIP communications and training objectives.

Two Access to Information awareness sessions were given at the Chalk River Laboratories, two at the Port Hope Area Initiative Office in Port Hope and two at the J.L. Gray Building in Deep River. Approximately 80 employees received training during fiscal year 2012-2013.

The ATIPO will focus on additional training requirements for the upcoming fiscal year. Informal briefing sessions are also given regularly by the ATIPO employees during the process of retrieval and review of documents in response to Access to Information requests.

6. COMPLIANCE

AECL did not implement any new and/or revised institution-specific Access to Information related policies, guidelines or procedures during the reporting year 2012-2013.

7. COMPLAINTS AND INVESTIGATIONS

AECL received one new complaint under the *ATIA* this fiscal year. Two complaints were carried forward from the 2011-2012 fiscal year relating to exemptions invoked and/or alleged missing records.

The new complaint relates to the exclusion invoked and will be carried forward to the next fiscal year.

The two complaints carried forward from 2011-2012 will also be carried forward into the next fiscal year. Of the two complaints carried forward from 2011-2012, no action was taken on one complaint. In regards to the second complaint, AECL continues to work with the Office of the Information Commissioner to resolve outstanding issues following the release of additional documents and previously exempted information.

No complaints were completed this fiscal year.

No appeals were filed with the Federal Court at the end of this reporting period.