



ATI Annual Report
2014-2015

Report on the Administration of
the Access to Information Act

**Access to Information and
Privacy Office**

Final

2015 May

UNRESTRICTED

© Atomic Energy of Canada
Limited

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

mai 2015

ILLIMITÉ

© Énergie atomique du
Canada limitée

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



ATI Annual Report 2014-2015

Report on the Administration of
the Access to Information Act

Access to Information and Privacy Office

Final

Prepared by

Isabelle Gaudreault, Senior Analyst, Access to
Information and Privacy

Reviewed by

Jean Boulais, Director, Access to Information
and Privacy

Approved by

Grant Gardiner, Vice-President, General
Counsel & Corporate Secretary

2015 May

mai 2015

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

Document No. / Numéro de document:

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 Administration of the <i>Access to Information Act</i>	31

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	2015/05/19	Prepared First Draft – English and French copies	Isabelle Gaudreault	Jean Boulais Maggie Saunders	Grant Gardiner NRCan
D1	2015/05/20	Reviewed by ATIP Director			
D1	2015/05/21	Draft copy sent to NRCan, Portfolio Management Office			
Final	2015/05/26	Approval			
Final		Final Sent to Minister for tabling			

Table of Contents

1.	INTRODUCTION	2
2.	STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE (ATIPO).....	5
2.1	ATIPO's Organizational Chart	6
2.2	Responsibilities of the ATIPO	6
3.	DELEGATION ORDER	7
3.1	Sections of the <i>Access to Information Act (ATIA)</i> Authority.....	7
3.2	<i>ATIA</i> Delegation Order	8
4.	2014-2015 STATISTICAL DATA ON THE <i>ATIA</i>	12
4.1	Interpretation of the 2014-2015 Statistical Report on the <i>ATIA</i>	20
4.1.1	Part 1 – Requests under the <i>ATIA</i>	20
4.1.2	Part 2 – Requests Closed During the Reporting Period	22
4.1.3	Part 3 – Extensions.....	24
4.1.4	Part 4 – Fees.....	24
4.1.5	Part 5 – Consultations Received from Other Institutions and Organizations	24
4.1.6	Part 6 – Completion Time of Consultations on Cabinet Confidences.....	25
4.1.7	Part 7 – Complaints and Investigations	25
4.1.8	Part 8 – Court Action	25
4.1.9	Part 9 – Resources Related to the <i>ATIA</i>	25
4.2	Multi-Year Trends	26
5.	TRAINING AND AWARENESS	27
6.	INSTITUTION-SPECIFIC POLICIES, GUIDELINES AND PROCEDURES.....	27
7.	COMPLAINTS, INVESTIGATIONS AND AUDITS.....	28
8.	MONITORING PROCESSING TIME.....	28

1. INTRODUCTION

Atomic Energy of Canada Limited (**AECL**) is an agent Crown corporation reporting to Parliament through the Minister of Natural Resources Canada (**NRCan**).

The mandate for AECL flows from the powers given to the Minister of NRCan under the *Nuclear Energy Act*:

- To undertake research with respect to nuclear energy
- To cause nuclear energy to be utilized
- To license, sell or otherwise dispose of discoveries and inventions relating to nuclear energy

Going forward, the Government of Canada (**GoC**) is restructuring AECL. The GoC completed Phase 1 of AECL restructuring in October 2011 with the divestiture of AECL's Commercial Operations business to Candu Energy Inc., a wholly-owned subsidiary of SNC-Lavalin. With Phase 1 of restructuring complete, AECL's headquarters were transferred from Mississauga to Chalk River, both in Ontario.

In February 2013, the GoC announced that Phase 2 of AECL restructuring will transition the Nuclear Laboratories (**NL**) to a Government-owned Contractor-operated (**GoCo**) model, similar to models implemented in the United States and United Kingdom. The objective of this phase of restructuring is to significantly transform AECL's NL to leverage its capabilities and resources to successfully deliver nuclear science and technology (**S&T**) products and services to government and third-party customers, and fulfill decommissioning and waste management needs, while containing and reducing costs and financial risks for Canadian taxpayers over time.

As part of the transition, AECL transferred its primary operations to its wholly owned subsidiary, Canadian Nuclear Laboratories Ltd. (**CNL**) in November 2014. CNL employs approximately 3,400 employees at 12 sites across Canada, most of which are located at its Chalk River Laboratories site. AECL employs 27 people as of March 31, 2015.

The GoC is now proceeding with a competitive procurement and selection of the GoCo Contractor. The GoCo contract, as well as a site operating contract with CNL, will be overseen by a re-purposed AECL Crown corporation. Completion of the GoCo procurement and award of the contract are expected to occur in 2015. Throughout this transition and beyond, the GoC and AECL have committed to ensuring that nuclear safety must not and will not be compromised.

Further to the direction embodied in legislation, the GoC has provided the following future missions within the GoCo model:

- Nuclear decommissioning and radioactive waste management: Support the Government in its obligation to address its nuclear legacy and historic waste liabilities.
- Nuclear S&T for GoC departments: Provide nuclear S&T capabilities and services to GoC departments that rely on the NL to fulfil their mandates related to nuclear safety, security, public health and the environment.

- Nuclear S&T and related products and services for third-party customers: Continue to support the nuclear industry's need for in-depth nuclear research and development and test and evaluation expertise on commercial terms.

On September 1, 2007 the *Federal Accountability Act* amended the *Access to Information Act (ATIA)* to include AECL and its wholly owned subsidiaries. The purpose of the *ATIA*, as it relates to AECL and its wholly owned subsidiary CNL, is to provide Canadian citizens with the right to access information in records under the control of AECL and CNL. This information can relate to the company's general administration or the operation of AECL and CNL'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 and CNL for the fiscal year ending March 31, 2015.

2014-2015 Highlights

- AECL received 124 new requests for information under the *ATIA* and carried over 2 outstanding *ATIA* requests from the previous fiscal year. Of the total 126 requests, 125 were completed and one of the new request was carried forward to the next fiscal year. In addition to these *ATIA* requests, AECL received 7 informal requests for information in 2014-2015.
- Of the 124 new requests received, 10.5 per cent (13 requests) originated from the business (private sector) community, 1.6 per cent (2 requests) originated from the media, 80.6 per cent (100 requests) originated from the public and 7.3 per cent (9 requests) from organizations.
- Of the 125 completed requests, records were disclosed in full in 4.8 per cent of the cases (6 requests), disclosed in part in 88.8 per cent of the cases (111 requests) and 3.2 per cent of applications for information (4 requests) were abandoned by the applicant. 0.8 per cent of the requests (1 request) was excluded in full and 0.8 per cent (1 request) was fully exempted. None of the requests were transferred to another federal organization and in 1.6 per cent of the cases (2 requests) no records existed under the control of AECL nor CNL. Of the 125 completed requests, a total of 23,573 pages were analysed formally and an additional 1,364 pages were reviewed informally.
- A new on-line course covering in part an awareness to the *ATIA* has been implemented during the reporting year 2014-2015. A total of 3,273 employees have completed this new mandatory on-line training. Furthermore, one formal *ATIA* training session was given to 11 employees.
- AECL received 28 new requests for consultations from other organizations subject to the *ATIA*. Of these consultations, all 26 were completed and none were carried forward to the next fiscal year. A total of 2,304 pages were reviewed.
- The Port Hope Area Initiative website <http://www.phai.ca/en/home/phai/access-to-information.aspx> continues to provide the public with guidance on accessing radiological property information.
- Summaries of completed Access to Information requests can now be found on the new Open Government Portal.

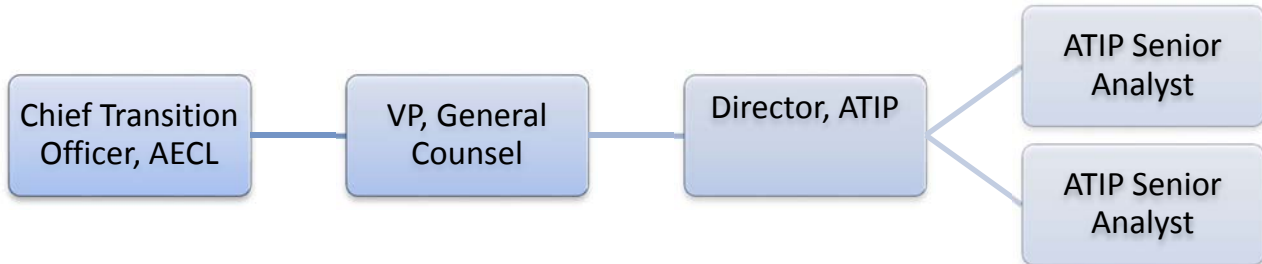
2. STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE (ATIPO)

AECL, together with its wholly owned subsidiary, CNL, undertakes a series of programs, identified below, that have been established to fulfil the Corporation's strategic outcome. These programs are aligned with and support the Government of Canada's 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>Provides 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 senior analysts along with a Director who reports to the Vice-President, General Counsel under the Internal Services program activity.

2.1 ATIPO's Organizational Chart



2.2 Responsibilities of the ATIPO

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 these legislations, 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 and informed group.

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

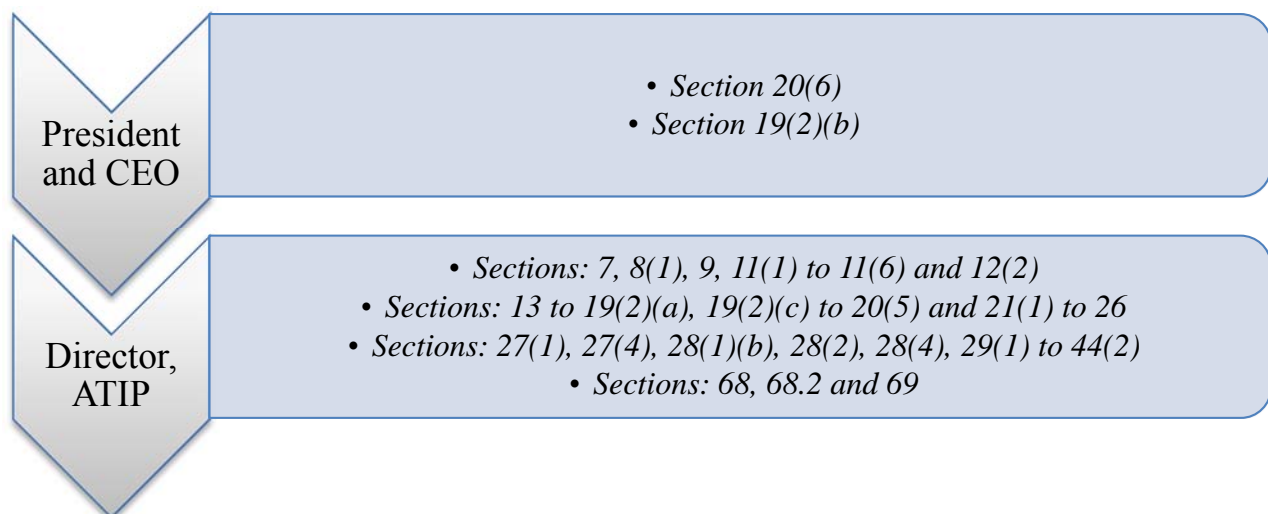
The ATIPO encourages potential applicants to discuss their requests informally with the offices of primary interest prior to filing a formal request. Often this yields a satisfactory response in less time. The offices of primary interest also respond to numerous informal requests for information. Advice is provided as required by 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. 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 (ATIA)* Authority



3.2

ATIA Delegation Order



AECL EACL

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>
		ATIP Director Directeur AIPRP
7	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	F
8(1)	Transfer request to institution with greater interest Transmettre la demande à l'institution davantage concernée	F
9(1)	Extend time limits Proroger le délai	F
9(2)	Notify Information Commissioner of extension over 30 days Informer le Commissaire à l'information si la prorogation est de plus de trente jours	F
11(1)(a)	Assess fees - application Déterminer les frais de communication	F
11(1)(b)	Assess fees - application Déterminer les frais de reproduction	F
11(2)	Assess fees - search time over 5 hours Déterminer les frais de communication - plus de 5 heures de recherche	F
11(3)	Assess fees - machine readable records Déterminer les frais de communication - document informatisé	F
11(4)	Request deposit Demander un versement initial	F
11(5)	Notify request of assessment of additional fees Aviser le requérant de la détermination de frais additionnels	F
11(6)	Waive or refund of fees Accorder une dispense ou un remboursement des frais	F
12(2)(b)	Translate records Traduire des documents	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 disclose 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. 2014-2015 STATISTICAL DATA ON THE ATIA



Government of Canada / Gouvernement du Canada

Statistical Report on the Access to Information Act

Name of institution: Atomic Energy of Canada Limited

Reporting period: 2014-04-01 to 2015-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	124
Outstanding from previous reporting period	2
Total	126
Closed during reporting period	125
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	13
Organization	9
Public	100
Decline to Identify	0
Total	124

1.3 Informal 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	
6	1	0	0	0	0	0	7

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

TBS/SCT 350-63 (Rev. 2011/03)

1

Canada

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	2	4	0	0	0	0	0	6
Disclosed in part	73	21	14	3	0	0	0	111
All exempted	0	1	0	0	0	0	0	1
All excluded	1	0	0	0	0	0	0	1
No records exist	1	1	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	2	0	0	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	79	29	14	3	0	0	0	125

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)	0	18(a)	2	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	1	16(2)(b)	0	18(c)	2	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	3	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	1	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	0	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)	110	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	6	24(1)	1
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	8		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	6		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2

2.3 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)	1	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	1	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	4	2	0
Disclosed in part	106	5	0
Total	110	7	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	607	607	6
Disclosed in part	22882	20636	111
All exempted	82	0	1
All excluded	2	0	1
Request abandoned	0	0	4
Neither confirmed nor denied	0	0	0

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	5	123	1	484	0	0	0	0	0	0
Disclosed in part	60	2208	40	8695	7	4734	4	4999	0	0
All exempted	1	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	0	0	0	0	0	0	0	0	0	0
Total	71	2331	41	9179	7	4734	4	4999	0	0

3

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	28	0	0	0	28
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	28	0	0	0	28

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 Requests 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) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	24	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
Total	0	0	24	2

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	24	2
61 to 120 days	0	0	0	0
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	24	2

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	18	\$90	107	\$535
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	18	\$90	107	\$535

Part 5: Consultations Received From Other Institutions and Organizations
5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	34	1953	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	34	1953	0	0
Closed during the reporting period	33	1953	0	0
Pending at the end of the reporting period	1	0	0	0

5.2 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	16	1	0	0	0	0	0	17
Disclose in part	10	3	0	0	0	0	0	13
Exempt entirely	3	0	0	0	0	0	0	3
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	29	4	0	0	0	0	0	33

5.3 Recommendations and completion time for consultations received from other organizations

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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 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

6.2 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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	1	1

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

7

Part 9: Resources Related to the Access to Information Act
9.1 Costs

Expenditures		Amount
Salaries		\$210,627
Overtime		\$0
Goods and Services		\$6,857
• Professional services contracts	\$0	
• Other	\$6,857	
Total		\$217,484

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.50

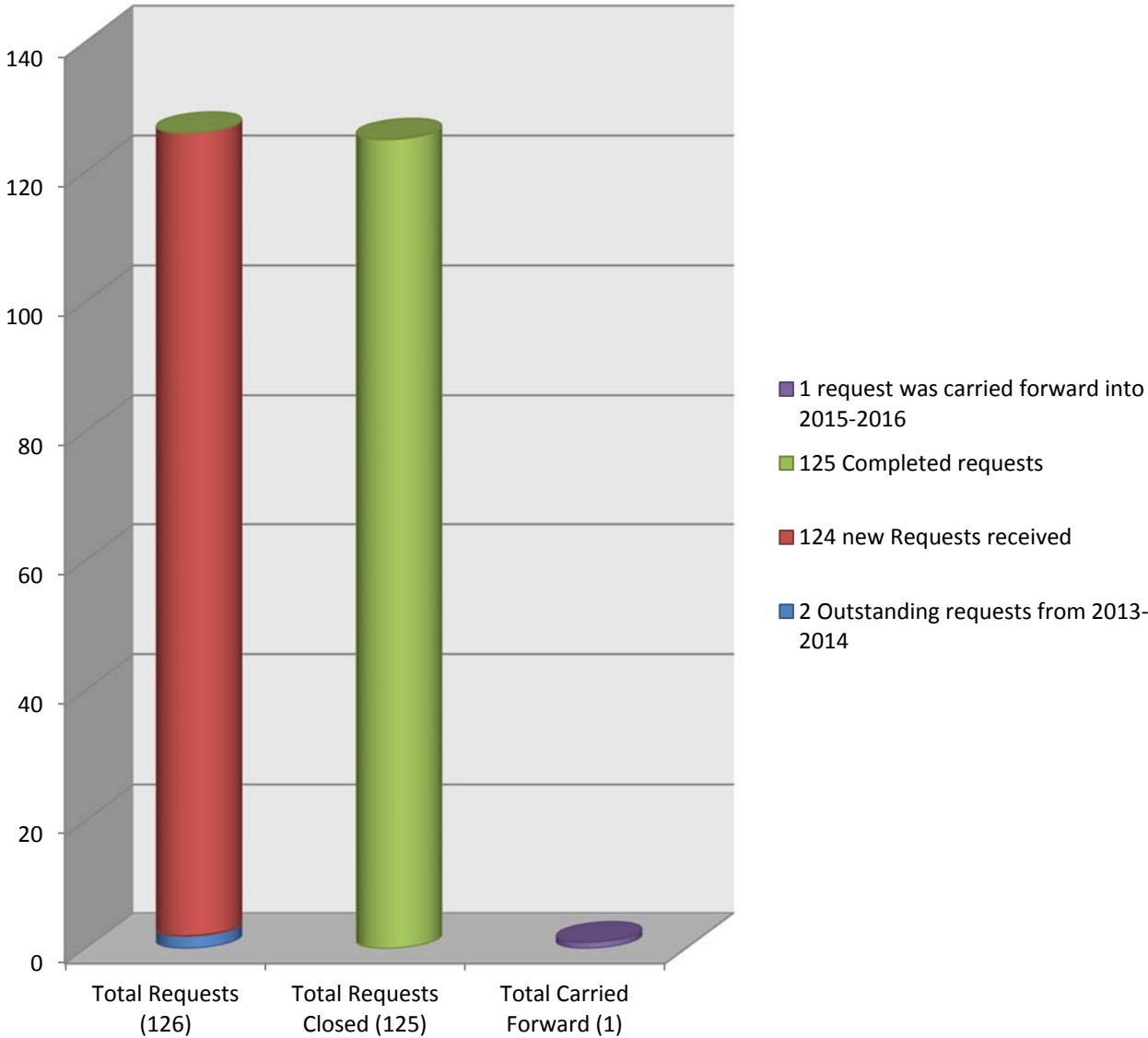
Note: Enter values to two decimal places.

4.1 Interpretation of the 2014-2015 Statistical Report on the ATIA

4.1.1 Part 1 – Requests under the ATIA

Part 1.1 - Number of Requests

AECL received 124 new requests for information under the ATIA and carried over two outstanding ATIA requests from the previous fiscal year. Of the total 126 requests, 125 were completed and one new request was carried forward to the next fiscal year.

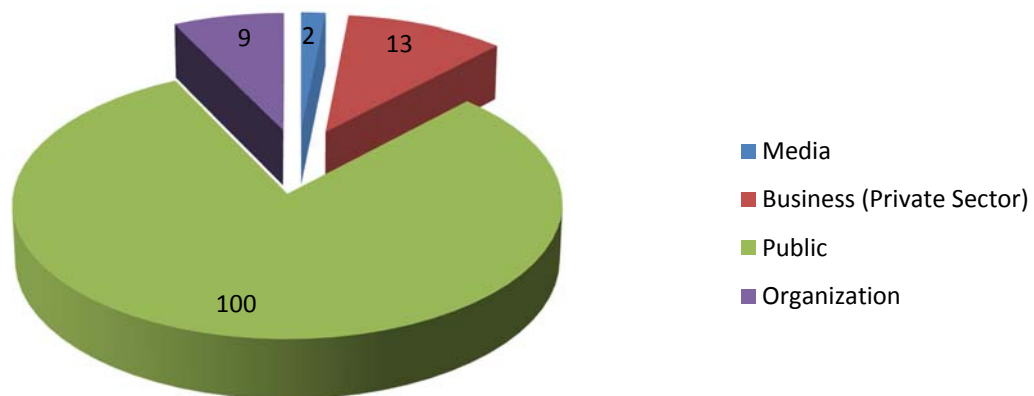


Part 1.2 - Sources of requests

One hundred twenty-four 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	Number of Requests
Media	1.6%	2
Business (Private Sector)	10.5%	13
Organization	7.3%	9
Public	80.6%	100

Sources 2014- 2015



Part 1.3 – Informal requests

AECL treated seven requests informally in 2014-2015. Six of these requests were completed within 15 days and one informal request was treated between 16 and 30 days.

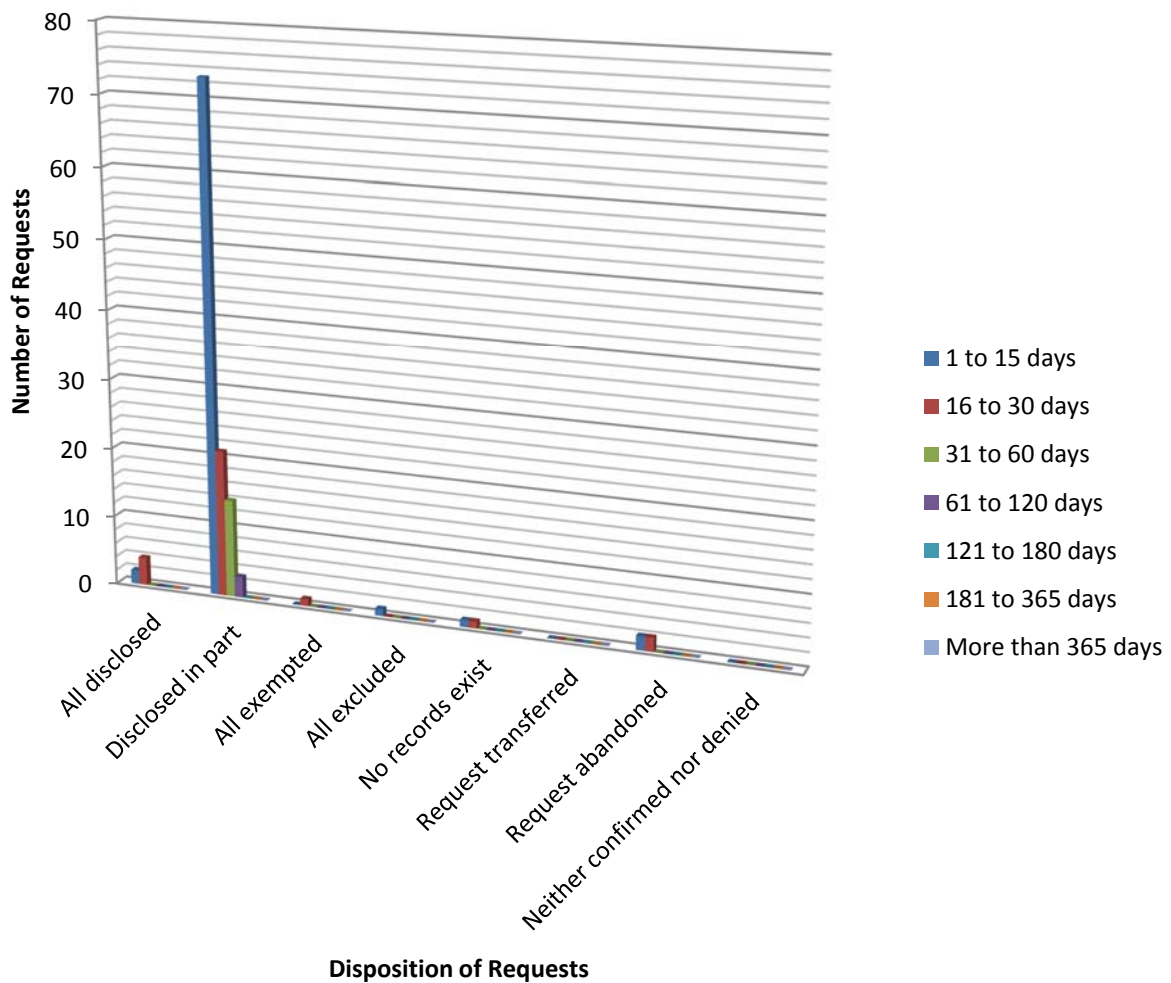
4.1.2 Part 2 – Requests Closed During the Reporting Period

Part 2.1 - Disposition and completion time

Of the 125 requests completed in 2014-2015, information was disclosed in full without exemptions and/or exclusions for six requests. Two of these requests were disclosed in full within one to 15 days and four requests within 16 to 30 days.

Of the 125 requests completed in 2014-2015, information was disclosed in part for 111 requests. 73 of these requests were closed within 15 days, 21 were closed between 16 to 30 days, 14 were closed within 31 to 60 days and 3 were closed between 61 to 120 days.

AECL was able to process 125 requests as the requested information was within their custody and control. Therefore, no records existed for 2 requests (closed within 30 days) and 4 requests were abandoned within 30 days. Additionally, one request processed within 15 days was excluded in full and one request closed within 16 to 30 days was exempted entirely from the ATIA. No requests were transferred to another federal organization.



Part 2.2 – Exemptions

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

Reasons	Incidences
Information obtained in confidence (s.13(1)(C))	1
Federal-provincial affairs (s.14)	1
Security (s.16(2))	2
Economic interests of Canada (s.18)	10
Personal information (s.19)	110
Third party information (s.20)	20
Operations of Government - Advice, etc. (s.21(1))	9
Solicitor-client privilege (s.23)	1
Statutory Prohibitions (s.24(1))	1

Part 2.3 – Exclusions

Other information was denied under the following exclusions:

Reasons	Incidences
Published material or material available for purchase by the public (s.68(a))	2
Atomic Energy of Canada Limited (s.68.2)	2

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 110 cases and electronically for seven cases.

Part 2.5 – Complexity

Part 2.5.1 - Relevant pages processed and disclosed

607 pages were processed and fully disclosed for six requests. As for the 111 disclosed-in-part requests, 22,882 pages were processed and a total of 20,636 pages were disclosed. No pages were processed nor disclosed for the 4 abandoned requests. As for the two all-excluded or all exempted requests, 84 pages were processed and none were disclosed.

Part 2.5.2 – Relevant pages processed and disclosed by size of requests

A total of 71 requests had fewer than 100 pages to process and a total of 2,331 pages were disclosed. 41 requests had between 101-500 pages to process and a total of 9,170 were disclosed. Seven requests had between 501-1,000 pages to process and a total of 4,734 pages were disclosed. Four requests had between 1,001-5,000 pages to process and a total of 4,999 pages were disclosed. Finally, no requests had more than 5,000 pages to process.

Part 2.5.3 - Other complexities

Twenty-eight of the requests disclosed in-part required consultations with other Government institutions or third parties.

Part 2.6 - Deemed refusals**Part 2.6.1 – Reasons for not meeting statutory deadline**

AECL has zero deemed refusals to report in 2014-2015.

Part 2.6.2 – Number of days past deadline

AECL has zero deemed refusals to report in 2014-2015.

Part 2.7 - Requests 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 2014-2015, AECL found it necessary to extend the timeframe of 24 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 two 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 24 cases in which paragraph 9(1)(b) was applied, the 24 cases were extended between 31 to 60 days. Out of the two cases in which paragraph 9(1)(c) was applied, the two cases were extended between 31 to 60 days.

4.1.4 Part 4 – Fees

Ninety dollars in application fees were collected between April 1, 2014 and March 31, 2015 for a total of 18 requests. 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 \$535.00 were waived in 107 cases.

4.1.5 Part 5 – Consultations Received from Other Institutions and Organizations**Part 5.1 – Consultations received from other Government of Canada institutions and organizations**

AECL received 34 requests for consultations from other Government institutions where a total of 1,953 pages were reviewed. Of the 34 requests received, AECL closed 33 requests during the reporting period and carried over one request to the next reporting period.

Part 5.2 – Recommendations and completion time for consultations received from other Government of Canada institutions

Of the 33 consultation requests completed in 2013-2014, information was recommended to be disclosed in full for 17 cases within 30 days and in-part for 13 other cases. Of the 13 other cases, 10 were completed within 15 days and three within 16 to 30 days. Three consultation requests were recommended to exempt information entirely and were completed within 15 days.

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 on Cabinet Confidences**Part 6.1 Requests with Legal Services**

AECL did not process any Cabinet confidences in relation to requests under the *Access to Information Act* during the reporting year.

Part 6.2 Requests with Privy Council Office

AECL did not process any Cabinet confidences in relation to requests under the *Access to Information Act* during the reporting year.

4.1.7 Part 7 – Complaints and Investigations

Section 32 - AECL did not receive any new complaints under the *ATIA* this fiscal year.

Section 35 – The number of complaints for which AECL made representations to the Information Commissioner for the reporting period is “0”.

Section 37 – AECL received one report of finding from the Information Commissioner for one complaint. They resolved the complaint as not well-founded.

4.1.8 Part 8 – Court Action

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

4.1.9 Part 9 – Resources Related to the ATIA**Part 9.1 – Costs**

Total salary costs associated with *ATIA* activities are estimated at \$210,627.00 for 2014-2015. Other operation and maintenance costs amounted to \$6,857.00 for a total of \$217,484.00.

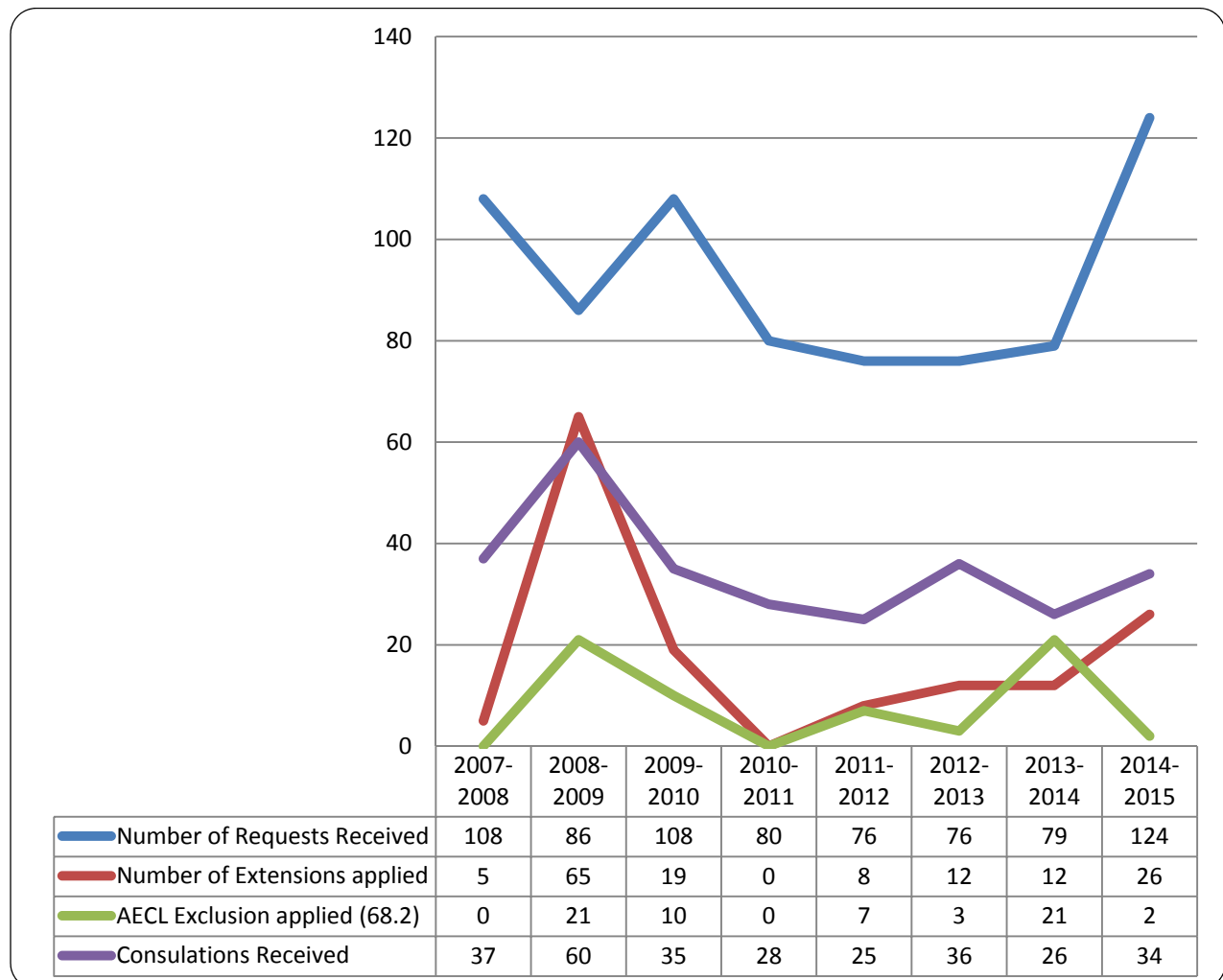
Included in the costs attributable to the ATIPO are the costs accountable for the administration of

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 9.2 – Human Resources

The associated full-time equivalency human resources was 1.5.

4.2 Multi-Year Trends



5. TRAINING AND AWARENESS

The Training Oversight Committee, of AECL's wholly owned subsidiary CNL, has finalized a new corporate required training curriculum for fiscal year 2014-2015. The curriculum includes the new Online Security Awareness – Information Management ODT-691D required to be completed by all employees (full time, part time, term and casual). This course includes an awareness of the *Access to information Act* covering: the purpose of the *Act*, various exemptions and exclusions, the delegation of authority, the access to information process, obstructing the right of access, the right to complain, responsibilities under the *Act*, best practices and the need of good information management. A total of 3,273 employees have completed the online awareness during fiscal year 2014-2015.

Furthermore, the office of ATIP, in collaboration with CNL's Organizational Development and Training, has updated the registered Access to Information Awareness course (AWS-0029) with due regard to TBS' Directive on the Administration of the *Access to Information Act*. This training is to inform AECL employees of the purpose of the *ATIA*, applicable definitions, their individual responsibilities under the *Act*, the principles for assisting applicants, delegation, exemption decisions, the exercise of discretion, the requirement to provide complete, accurate and timely responses, the complaint process, section 67.1 of the *ATIA*, the requirements found in Treasury Board policy instruments and specific AECL policies and procedures relating to the administration of the *Act*, including policies on information management. 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.

One formal Access to Information training session AWS-0029 was given to 11 employees and senior managers at the Port Hope Area Initiative Office in Port Hope.

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 Act* requests.

6. INSTITUTION-SPECIFIC POLICIES, GUIDELINES AND PROCEDURES

AECL did not implement any new and/or revised institution-specific Access to Information related policies, guidelines or procedures during the reporting year 2014-2015.

7. COMPLAINTS, INVESTIGATIONS AND AUDITS

No new complaints or audits relating to access to information were received during the reporting year 2014-2015. One complaint investigation carried over from the previous year, was completed. The result of the investigation was determined to be not well-founded.

8. MONITORING PROCESSING TIME

AECL utilizes Privasoft software as a tool to monitor the time to process every privacy requests and requests for the correction of personal information. No other monitoring was necessary or conducted during the reporting period as 100% of the requests were completed on time.