

Atomic Energy of Canada Limited

2022-23 Annual Report on the
Administration of the

Access to Information Act

Prepared by:

X 

Isabelle Gaudreault

ATIP Director

Signed by: Isabelle Gaudreault

Final review by:

X 

Éric Bizier

General Counsel & Corporate Secretary

Approved by:

X 

Fred Dermarkar

President & CEO

Signed by: Fred Dermarkar

2023 September

| Revision History | | | | | |
|-------------------------|-------------|--|---------------------|--------------------|--------------------|
| Revision | | Details of Rev. | Prepared by | Reviewed by | Approved by |
| No. | Date | | | | |
| D1 | 2023/08/03 | First Draft prepared by the ATIP Director | Isabelle Gaudreault | | |
| D1 | 2023/08/11 | First draft reviewed by the Policy Analyst (PARDP), Portfolio Management and Corporate Secretariat Branch, NRCan | | Melisa Tica | |
| D1 | 2023/08/16 | First draft reviewed by the Director of Communications & Government Reporting | | Jeremy Latta | |
| Final Draft | 2023/08/19 | Final Draft reviewed by the General Counsel & Corporate Secretary | | Éric Bizier | |
| Final | 2023/08/21 | Final Version approved by the President & CEO | | | Fred Dermarkar |

TABLE OF CONTENTS

| SECTION | | PAGE |
|----------------|--|-------------|
| 1. | INTRODUCTION..... | 2 |
| 2. | ORGANIZATIONAL STRUCTURE..... | 2 |
| 3. | DELEGATION ORDER..... | 3 |
| 4. | PERFORMANCE 2022-23..... | 3 |
| 5. | TRAINING AND AWARENESS..... | 6 |
| 6. | POLICIES, GUIDELINES, AND PROCEDURES..... | 6 |
| 7. | PROACTIVE PUBLICATION UNDER PART 2 OF THE ATIA..... | 6 |
| 8. | INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION..... | 7 |
| 9. | SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS..... | 7 |
| 10. | MONITORING COMPLIANCE..... | 7 |
| 11. | APPENDIX A – DELEGATION ORDER..... | 9 |
| 12. | APPENDIX B - STATISTICAL REPORT 2022-23..... | 10 |

1. INTRODUCTION

This annual report to Parliament is prepared and tabled in accordance with section 94 of the [Access to Information Act \(ATIA\)](#). The report provides a summary of the activities related to the administration of the *ATIA* within Atomic Energy of Canada Limited (**AECL**) during the fiscal year ending March 31, 2023.

The purpose of the *ATIA* is to enhance the accountability and transparency of federal government institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions.

As a federal Crown corporation, AECL became subject to the *ATIA* on September 1st 2007, providing Canadian citizens, permanent residents, individuals present in Canada, and corporations located in Canada the right to have access to information that relates to its general administration or its operation of any nuclear facility within the meaning of section 2 of the [Nuclear Safety and Control Act](#).

Mandate

AECL's mandate is to enable nuclear science and technology and to protect the environment by fulfilling the government of Canada's radioactive waste and decommissioning responsibilities.

AECL receives federal funding to deliver on its mandate and reports to Parliament through the Minister of Energy and Natural Resources. It also leverages the unique capabilities at its sites to support industry and other third parties on commercial terms.

AECL delivers its mandate through long-term contracts with Canadian Nuclear Laboratories for the management and operation of its sites. More information on AECL's activities and governance structure are available on AECL's website at www.aecl.ca.

2. ORGANIZATIONAL STRUCTURE

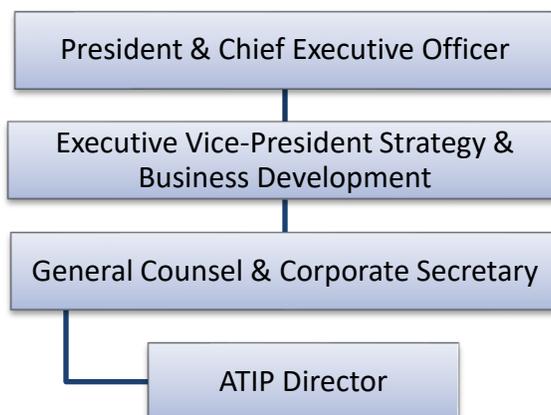
AECL's Access to Information and Privacy (**ATIP**) Office, located in Ottawa, Ontario, is the focal point for the application of the *ATIP* legislations within AECL. The mandate of the *ATIP* Office is to implement and administer AECL's obligations under the *ATIA* and the [Privacy Act](#). The Office deals directly with the public and employees in relation to access to information and privacy requests and serves as the center of *ATIP* expertise in enabling AECL to meet its statutory obligations under the Acts.

The *ATIP* Office consists of one Director who reports directly to the General Counsel & Corporate Secretary of AECL. The equivalent of 0.5 full time employee (**FTE**) was applied to *ATIA* matters and 0.5 FTE was applied to *Privacy Act* matters.

As the head of the institution, the President and CEO designated the Director of Communications & Government Reporting as the official responsible for supporting its accountability for requirements under Part 2 of the Act and TBS policy instruments.

AECL was not party to any service agreements under section 96 of the *ATIA* during this reporting period.

Organizational Structure of the ATIP Office



3. DELEGATION ORDER

Under the *ATIA*, the President is the designated head of the institution for the purpose of administering the legislation. Section 95(1) of the *ATIA* authorizes the head of the institution to designate, by order, one or more officers or employees of AECL to exercise or perform any powers, duties, or functions of the head of AECL that are specified in the order. As ATIP Coordinator, the ATIP Director holds full delegated authority under the *ATIA*. The signed copy of the Delegation Order is included in appendix A.

4. PERFORMANCE 2022-23

The ATIP's office operations were not affected by COVID-19 related measures during this reporting period.

The following is an overview of key data on AECL's performance for this fiscal year, as reflected in the Statistical Report on the *ATIA* and the Supplemental ATIP Statistical Report for 2022-2023 included in Appendix B.

Requests Completed During the Reporting Period

AECL completed 31 requests in 2022-23, 20 (64.5%) were closed within the initial deadline of 30 days. Furthermore, 100% were closed within established timelines (that is, closed within the initial statutory deadline of 30 days or within an extension period provided for in the Act).

Requested information was disclosed in full without exemptions or exclusions for seven requests within 30 days. Additionally, information was disclosed in part for 15 requests. Five of these requests were closed within 30 days, nine requests were closed between 31 to 60 days, and one was closed between 181 to 365 days.

AECL was not able to process four requests as the requested information was not under the organization's custody and control. Four of the requests were abandoned within 30 days and one request between 31 to 60 days. The number of active requests as of the last day of the reporting period is three. These requests were received in the last quarter of 2022-23, therefore carried over within the legislated timeline.

Disposition and completion time

| Disposition of requests (including requests for which extension were required) | Closure time (Calendar days) | | | | | Percentage of Disposition of requests |
|--|------------------------------|--------------|-------------|--------------------|-------------|---------------------------------------|
| | 0-30 days | 31-60 days | 61-120 days | More than 121 days | Total | |
| All disclosed | 7 | 0 | 0 | 0 | 7 | 22.6% |
| Disclosed in part | 5 | 9 | 0 | 1 | 15 | 48.4% |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0% |
| No records exist | 4 | 0 | 0 | 0 | 4 | 12.9% |
| Abandoned | 4 | 1 | 0 | 0 | 5 | 16.1% |
| Total number of requests | 20 | 10 | 0 | 1 | 31 | |
| Total as percentage | 64.5% | 32.3% | 0% | 3.2% | 100% | |

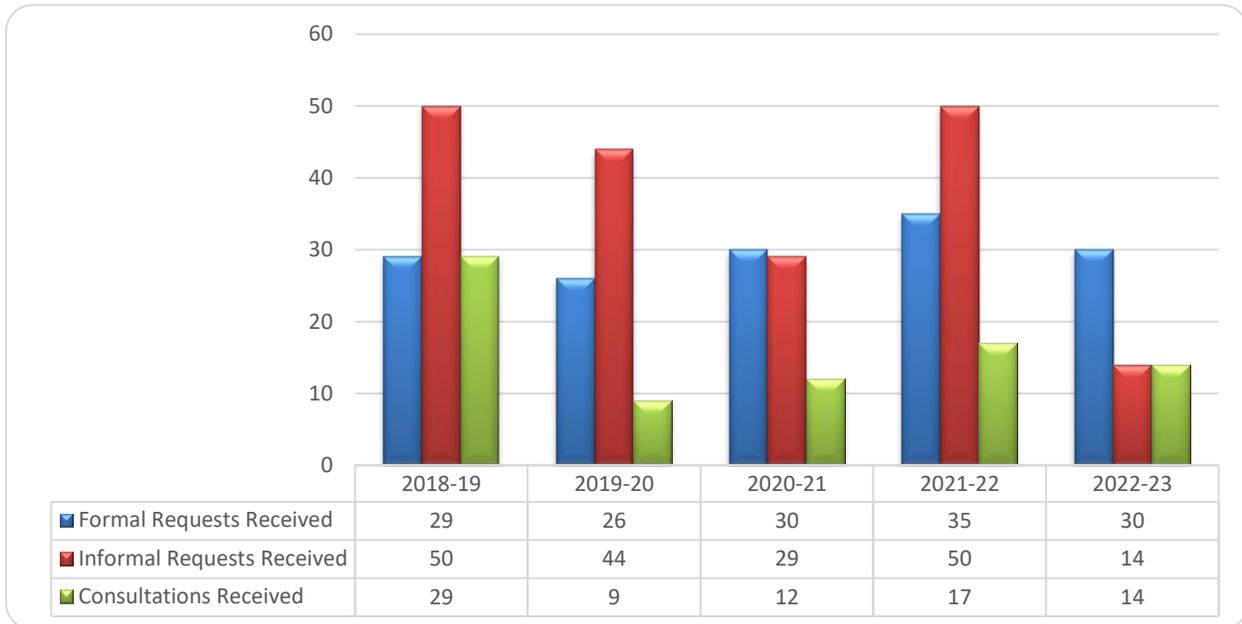
New Requests Received During the Reporting Period

AECL received 30 new requests under the ATIA, 14 informal requests, and 14 requests for consultations from other Government of Canada institutions and organizations. A total of 12,205 pages was reviewed in 2022-23.

60% of the new requests received came from the public. Details concerning the source of the requests are as follows:

| Source | Percentage | Number of new requests |
|----------------|------------|------------------------|
| Private sector | 6.7% | 2 |
| Organization | 33.3% | 10 |
| Public | 60% | 18 |

Multi-Year Trends of New Requests Received



Extension of Time Limits

In 2022-23, AECL found it necessary to extend the timeframe of 12 requests, where 10 were extended under paragraph 9(1)(b) in order to consult other Government institutions and two others under paragraph 9(1)(c) in order to consult a third-party.

Application Fees

Section 11(2) of the *ATIA* allows for the waiving of fees when deemed to be in the public’s interest. During the COVID-19 period, AECL has been waiving the \$5.00 application fee. Application fees totalling \$150.00 were waived for 30 requests received during the reporting period.

Consultations Completed

AECL received 14 new requests for consultations from other Government institutions and organizations and carried over one from the previous reporting period. Fourteen of these consultations were closed during the reporting period and one consultation, received at the end of the reporting period (2022-23), was carried forward to the next reporting period (2023-24).

Of the 14 consultations completed, information was recommended to be disclosed in full for five consultations within 30 days. For the nine consultations recommended to be disclosed in-part, seven were completed within 15 days, and two between 16 to 60 days.

Active Complaints

The number of active complaints as of the last day of the reporting period is three. Two of these complaints are outstanding from fiscal year 2017-18 and one is from fiscal year 2016-17.

5. TRAINING AND AWARENESS

Informal briefings and one-on-one training were given regularly by the ATIP Office during the process of retrieval and review of documents in response to *ATIA* requests. Two formal *ATIA* awareness sessions were given during the reporting period. The first session was presented virtually to 31 employees and the other session was presented in person to AECL's Board of Directors in Ottawa.

6. POLICIES, GUIDELINES, AND PROCEDURES

AECL did not implement any policies, guidelines, procedures, or initiatives during this reporting period.

7. PROACTIVE PUBLICATION UNDER PART 2 OF THE ATIA

As a Crown corporation, AECL is subject to proactive publication under *sections 82, 83 and 84* of Part 2 of the *ATIA*. AECL is required to publish the following:

| Section | Legislative requirement | Deadline (in calendar days) |
|---------|--|---|
| 82 | Travel expenses of senior officers or employees | 30 days after the end of the month of reimbursement |
| 83 | Hospitality expenses of senior officers or employees | 30 days after the end of the month of reimbursement |
| 84 | Reports tabled in Parliament | 30 days after tabling |

AECL published 100% of proactive publication requirements, due during the reporting period, within the legislated timelines. You may find AECL's Proactive Disclosures on open.canada.ca.

8. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

AECL has undertaken initiatives for technological improvements to modernize the delivery of ATIP services, facilitate information management and requests processing during the reporting period.

9. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

AECL did not receive any notice of intention to investigate or ceased to investigate from the Information Commissioner this fiscal year. Therefore, four complaints alleging that information was improperly withheld, were carried forward from last fiscal year to this reporting period. Two of these complaints originated from fiscal year 2016-17 and the two others from 2017-18. AECL submitted representations to the Information Commissioner for the two complaints received in 2017-18. These 2 complaints were carried forward to the next reporting period (2023-24).

As for the 2 complaints originating from 2016-17, no actions were taken for one complaint and was consequently carried forward to the next reporting period (2023-24). AECL received a report of findings from the Information Commissioner for the last complaint with the result of well founded. No further action was required as, during the course of the investigation, AECL released information that was previously withheld to the applicant which concluded the complaint.

| | |
|--|--|
| Section 32 and subsection 30(5) of the <i>ATIA</i> | AECL did not receive any notice of intention to investigate or ceased to investigate from the Information Commissioner this fiscal year. |
| Section 35 of the <i>ATIA</i> | Representations were submitted to the Information Commissioner for two outstanding complaints originating from 2017-18. |
| Section 37(2) of the <i>ATIA</i> | One report of findings from the Information Commissioner was received this fiscal year for one complaint originating from 2016-17. |

10. MONITORING COMPLIANCE

ATIA Requests and Consultations

- AECL uses a case management application (Privasoft) as a tool to monitor daily the time taken to process every access to information requests.
- The ATIP Office limits inter-institutional consultation to only when required for the proper exercise of discretion or when there is an intention to disclose by:
 - Conducting an initial review of all information originating or of interest to other government institutions or third parties and assessing the sensitivity of the information; and by

- Conducting a search to identify if the information is publicly available or previously disclosed.
- As a small organization, with a low volume of ATIA requests, no other monitoring was necessary or conducted during the reporting period.

Contracts, Agreements and Arrangements

- AECL consults the ATIP Office to support the right of public access to information are reflected in contracts, information sharing agreements and information sharing arrangements.

Proactive Disclosures

- To monitor the accuracy and completeness of proactively published information, AECL ensures that reports are reviewed by senior staff, the General Counsel, the Executive Management team and the AECL Board of Directors.
- AECL is currently establishing effective procedures and a system to meet the proactive publication requirements and monitor compliance. AECL's Proactive Publication Procedure will take effect in fiscal year 2023-24.

11. APPENDIX A – DELEGATION ORDER


**Delegation Order under the *Access to Information Act* and *Privacy Act*
/ Arrêté de déléation accordé en vertu de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels***

Pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, the President of Atomic Energy of Canada Limited (AECL), head of AECL, hereby designates the person holding the position set out in the schedule hereto, or the person occupying on an acting basis this position, to exercise the powers, duties and functions of the President, under the provisions of the Acts and related regulations set out in the schedule opposite the position. This designation replaces all previous delegation orders.

En vertu du paragraphe 95(1) de la *Loi sur l'accès à l'information* et du paragraphe 73(1) de la *Loi sur la protection des renseignements personnels*, le Président d'Énergie atomique du Canada limitée (EACL), responsable d'EACL, délègue au titulaire du poste mentionné à l'annexe ci-après, ainsi qu'à la personne occupant à titre intérimaire le dit poste, les attributions dont il est, en qualité de responsable d'EACL, investi par les dispositions de la Loi ou de son règlement mentionnées en regard du poste. Le présent document remplace et annule tout arrêté antérieur.

| Schedule / Annexe | | |
|--|--|--|
| Position / Poste | <i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et Règlements | <i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et Règlements |
| Director, Access to Information and Privacy / Directeur, Accès à l'information et protection des renseignements personnels | Full authority / Autorité absolue | Full authority / Autorité absolue |



Fred Dermarkar, President and Chief Executive Officer / Président et premier dirigeant

2021 Feb 18

Date

12. APPENDIX B - STATISTICAL REPORT 2022-23

Statistical Report on the Access to Information Act

Name of institution: Atomique Energy of Canada Limited

Reporting period: 2022/04/01 to 2023/03/31

Section 1: Requests Under the Access to Information Act
1.1 Number of requests

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 30 |
| Outstanding from previous reporting periods | | 4 |
| • Outstanding from previous reporting period | 4 | |
| • Outstanding from more than one reporting period | 0 | |
| Total | | 34 |
| Closed during reporting period | | 31 |
| Carried over to next reporting period | | 3 |
| • Carried over within legislated timeline | 3 | |
| • Carried over beyond legislated timeline | 0 | |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|--------------------|
| Media | 0 |
| Academia | 0 |
| Business (private sector) | 2 |
| Organization | 10 |
| Public | 18 |
| Decline to Identify | 0 |
| Total | 30 |

1.3 Channels of requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 0 |
| E-mail | 30 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 30 |

Section 2: Informal Requests
2.1 Number of informal requests

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 14 |
| Outstanding from previous reporting periods | | 6 |
| • Outstanding from previous reporting period | 6 | |
| • Outstanding from more than one reporting period | 0 | |
| Total | | 20 |
| Closed during reporting period | | 20 |
| Carried over to next reporting period | | 0 |

2.2 Channels of informal requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 12 |
| E-mail | 2 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 14 |

2.3 Completion time of informal requests

| Completion Time | | | | | | | |
|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | Total |
| 12 | 3 | 0 | 0 | 5 | 0 | 0 | 20 |

2.4 Pages released informally

| Less Than 100 Pages Released | | 100-500 Pages Released | | 501-1000 Pages Released | | 1001-5000 Pages Released | | More Than 5000 Pages Released | |
|------------------------------|----------------|------------------------|----------------|-------------------------|----------------|--------------------------|----------------|-------------------------------|----------------|
| Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released |
| 0 | 0 | 0 | 0 | 2 | 1679 | 0 | 0 | 0 | 0 |

2.5 Pages re-released informally

| Less Than 100 Pages Re-released | | 100-500 Pages Re-released | | 501-1000 Pages Re-released | | 1001-5000 Pages Re-released | | More Than 5000 Pages Re-released | |
|---------------------------------|-------------------|---------------------------|-------------------|----------------------------|-------------------|-----------------------------|-------------------|----------------------------------|-------------------|
| Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released |
| 13 | 550 | 5 | 832 | 0 | 0 | 0 | 0 | 0 | 0 |

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

| | Number of Requests |
|--|--------------------|
| Outstanding from previous reporting period | 0 |
| Sent during reporting period | 0 |
| Total | 0 |
| Approved by the Information Commissioner during reporting period | 0 |
| Declined by the Information Commissioner during reporting period | 0 |
| Withdrawn during reporting period | 0 |
| Carried over to next reporting period | 0 |

Section 4: Requests Closed During the Reporting Period
4.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|---|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-----------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More than 365 Days | |
| All disclosed | 3 | 4 | 0 | 0 | 0 | 0 | 0 | 7 |
| Disclosed in part | 1 | 4 | 9 | 0 | 0 | 1 | 0 | 15 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 4 |
| Request transferred | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 9 | 11 | 10 | 0 | 0 | 1 | 0 | 31 |

4.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a) | 0 | 16(2) | 0 | 18(a) | 0 | 20.1 | 0 |
| 13(1)(b) | 0 | 16(2)(a) | 0 | 18(b) | 1 | 20.2 | 0 |
| 13(1)(c) | 0 | 16(2)(b) | 0 | 18(c) | 0 | 20.4 | 0 |
| 13(1)(d) | 0 | 16(2)(c) | 2 | 18(d) | 1 | 21(1)(a) | 1 |
| 13(1)(e) | 0 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 1 |
| 14 | 0 | 16.1(1)(a) | 0 | 18.1(1)(b) | 0 | 21(1)(c) | 1 |
| 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) | 14 | 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) | 1 | 23.1 | 0 |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 0 | 24(1) | 0 |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 3 | 26 | 0 |
| 16(1)(a)(ii) | 0 | 16.5 | 0 | 20(1)(d) | 3 | | |
| 16(1)(a)(iii) | 0 | 16.6 | 0 | | | | |
| 16(1)(b) | 0 | 17 | 0 | | | | |
| 16(1)(c) | 0 | | | | | | |
| 16(1)(d) | 0 | | | | | | |

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

4.3 Exclusions

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

4.4 Format of information released

| Paper | Electronic | | | | Other |
|-------|------------|----------|-------|-------|-------|
| | E-record | Data set | Video | Audio | |
| 0 | 22 | 0 | 0 | 0 | 0 |

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 4678 | 3990 | 27 |

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

| Disposition | Less Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|---|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed |
| All disclosed | 7 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 4 | 182 | 9 | 2912 | 2 | 1065 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 4 | 0 | 1 | 493 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 15 | 208 | 10 | 3405 | 2 | 1065 | 0 | 0 | 0 | 0 |

4.5.3 Relevant minutes processed and disclosed for audio formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |

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

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.5 Relevant minutes processed and disclosed for video formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.7 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Other | Total |
|---|-----------------------|---------------------|----------|----------|
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

| | |
|---|-----|
| Number of requests closed within legislated timelines | 31 |
| Percentage of requests closed within legislated timelines (%) | 100 |

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

| Number of requests closed past the legislated timelines | Principal Reason | | | |
|---|--|-----------------------|-----------------------|-------|
| | Interference with operations/ Workload | External Consultation | Internal Consultation | Other |
| 0 | 0 | 0 | 0 | 0 |

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

| Number of days past legislated timelines | Number of requests past legislated timeline where no extension was taken | Number of requests past legislated timeline where an extension was taken | Total |
|--|--|--|----------|
| 1 to 15 days | 0 | 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 |

4.8 Requests for translation

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

Section 5: Extensions
5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 9(1)(a) Interference With Operations/ Workload | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|---|--|-------------------------|-----------|-------------------------------|
| | | Section 69 | Other | |
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 10 | 1 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 1 |
| No records exist | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 10 | 2 |

5.2 Length of extensions

| Length of Extensions | 9(1)(a) Interference With Operations/ Workload | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|----------------------|--|-------------------------|-----------|-------------------------------|
| | | Section 69 | Other | |
| 30 days or less | 0 | 0 | 10 | 0 |
| 31 to 60 days | 0 | 0 | 0 | 1 |
| 61 to 120 days | 0 | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 0 | 1 |
| 181 to 365 days | 0 | 0 | 0 | 0 |
| 365 days or more | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 10 | 2 |

Section 6: Fees

| Fee Type | Fee Collected | | Fee Waived | | Fee Refunded | |
|--------------|--------------------|---------------|--------------------|-----------------|--------------------|---------------|
| | Number of Requests | Amount | Number of Requests | Amount | Number of Requests | Amount |
| Application | 0 | \$0.00 | 30 | \$150.00 | 0 | \$0.00 |
| Other fees | 0 | \$0.00 | 0 | \$0.00 | 0 | \$0.00 |
| Total | 0 | \$0.00 | 30 | \$150.00 | 0 | \$0.00 |

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

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period | 12 | 4303 | 2 | 243 |
| Outstanding from the previous reporting period | 1 | 4 | 0 | 0 |
| Total | 13 | 4307 | 2 | 243 |
| Closed during the reporting period | 12 | 4223 | 2 | 243 |
| Carried over within negotiated timelines | 1 | 84 | 0 | 0 |
| Carried over beyond negotiated timelines | 0 | 0 | 0 | 0 |

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Disclose in part | 6 | 1 | 1 | 0 | 0 | 0 | 0 | 8 |
| 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 | 9 | 2 | 1 | 0 | 0 | 0 | 0 | 12 |

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

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Disclose in part | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 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 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

Section 8: Completion Time of Consultations on Cabinet Confidences
8.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

8.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Section 9: Investigations and Reports of finding
9.1 Investigations

| Section 32 Notice of intention to investigate | Subsection 30(5) Ceased to investigate | Section 35 Formal Representations |
|---|--|-----------------------------------|
| 0 | 0 | 2 |

9.2 Investigations and Reports of finding

| Section 37(1) Initial Reports | | | Section 37(2) Final Reports | | |
|-------------------------------|---|--|-----------------------------|---|--|
| Received | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner | Received | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner |
| 0 | 0 | 0 | 1 | 0 | 0 |

Section 10: Court Action
10.1 Court actions on complaints

| Section 41 | | | | |
|-----------------|-----------------|-----------------|--------------------------|-------|
| Complainant (1) | Institution (2) | Third Party (3) | Privacy Commissioner (4) | Total |
| 0 | 0 | 0 | 0 | 0 |

10.2 Court actions on third party notifications under paragraph 28(1)(b)

| Section 44 - under paragraph 28(1)(b) |
|---------------------------------------|
| 0 |

Section 11: Resources Related to the Access to Information Act
11.1 Allocated Costs

| Expenditures | | Amount |
|-----------------------------------|----------|------------------|
| Salaries | | \$88,050 |
| Overtime | | \$0 |
| Goods and Services | | \$12,508 |
| • Professional services contracts | \$10,784 | |
| • Other | \$1,724 | |
| Total | | \$100,558 |

11.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 0.500 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 0.000 |
| Students | 0.000 |
| Total | 0.500 |



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

Name of institution: Atomic Energy of Canada Limited

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

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

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

| | Number of Weeks |
|--|-----------------|
| Able to receive requests by mail | 52 |
| Able to receive requests by email | 52 |
| Able to receive requests through the digital request service | 0 |

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

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

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

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

| | No Capacity | Partial Capacity | Full Capacity | Total |
|--|-------------|------------------|---------------|-------|
| Unclassified Electronic Records | 0 | 0 | 52 | 52 |
| Protected B Electronic Records | 0 | 0 | 52 | 52 |
| Secret and Top Secret Electronic Records | 52 | 0 | 0 | 52 |

Section 3: Open Requests and Complaints Under the Access to Information Act

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

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total |
|---|--|--|----------|
| Received in 2022-2023 | 3 | 0 | 3 |
| Received in 2021-2022 | 0 | 0 | 0 |
| Received in 2020-2021 | 0 | 0 | 0 |
| Received in 2019-2020 | 0 | 0 | 0 |
| Received in 2018-2019 | 0 | 0 | 0 |
| Received in 2017-2018 | 0 | 0 | 0 |
| Received in 2016-2017 | 0 | 0 | 0 |
| Received in 2015-2016 | 0 | 0 | 0 |
| Received in 2014-2015 | 0 | 0 | 0 |
| Received in 2013-2014 or earlier | 0 | 0 | 0 |
| Total | 3 | 0 | 3 |

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

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|---|----------------------------------|
| Received in 2022-2023 | 0 |
| Received in 2021-2022 | 0 |
| Received in 2020-2021 | 0 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 2 |
| Received in 2016-2017 | 1 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 3 |

Section 4: Open Requests and Complaints Under the Privacy Act

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

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total |
|---|--|--|----------|
| Received in 2022-2023 | 0 | 0 | 0 |
| Received in 2021-2022 | 0 | 0 | 0 |
| Received in 2020-2021 | 0 | 0 | 0 |
| Received in 2019-2020 | 0 | 0 | 0 |
| Received in 2018-2019 | 0 | 0 | 0 |
| Received in 2017-2018 | 0 | 0 | 0 |
| Received in 2016-2017 | 0 | 0 | 0 |
| Received in 2015-2016 | 0 | 0 | 0 |
| Received in 2014-2015 | 0 | 0 | 0 |
| Received in 2013-2014 or earlier | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

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

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2022-2023 | 0 |
| Received in 2021-2022 | 0 |
| Received in 2020-2021 | 0 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 0 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 0 |

Section 5: Social Insurance Number

| | |
|--|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023? | No |
|--|----|

Section 6: Universal Access under the Privacy Act

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