



ATI Annual Report

Report on the Access to
Information Act 2013-2014

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

177-511600-041-009

2014 June

juin 2014

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Ottawa, Ontario
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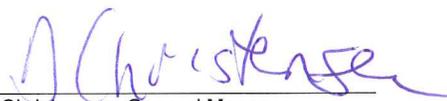
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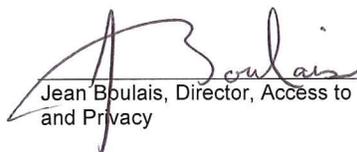
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1. INTRODUCTION

Atomic Energy of Canada Limited (AECL) is an agent Crown corporation reporting to Parliament through the Minister of Natural Resources Canada. AECL is headquartered at Chalk River, Ontario and employs more than 3,300 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 mandate 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 2013-2014.

2013-2014 Highlights

- AECL received 79 new requests for information under the *ATIA* and carried over six outstanding *ATIA* requests from the previous fiscal year. Of the total 85 requests, 83 were completed and two were carried forward to the next fiscal year. In addition to these *ATIA* requests, AECL received 11 informal requests for information in 2013-2014.
- Of the 79 new requests received, 5 per cent originated from the business community, 36.7 per cent originated from the media, 41.8 per cent originated from the public, 7.6 per cent originated from academia and 8.9 per cent from organizations.
- Of the 83 completed requests, records were disclosed in full in 7.2 per cent of the cases, disclosed in part in 54.2 per cent of the cases and 14.5 per cent of applications for information were abandoned by the applicant. 8.4 per cent of the requests were excluded in full and 3.6 per cent was fully exempted. 0 per cent of the requests were transferred to another federal organization and in 12.1 per cent of the cases no records existed under the control of AECL. Of the 83 completed requests, a total of 8,654 pages were analysed formally and an additional 9,229 pages were reviewed informally.
- AECL received 26 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 1,729 pages were reviewed.
- AECL's external website <http://www.aecl.ca/en/home/about/Restructuring.aspx> provides proactive disclosure on the latest information relating to the Restructuring of AECL's Nuclear Laboratories.
- The Port Hope Area Initiative website <http://phai.ca/en/public-documents/access-to-property-information> continues to provide the public with guidance on accessing radiological property information.
- Summaries of the 2013-2014 completed Access to Information requests can be found on AECL's external website <http://www.aecl.ca/en/home/news-and-publications/access-to-information/default.aspx>

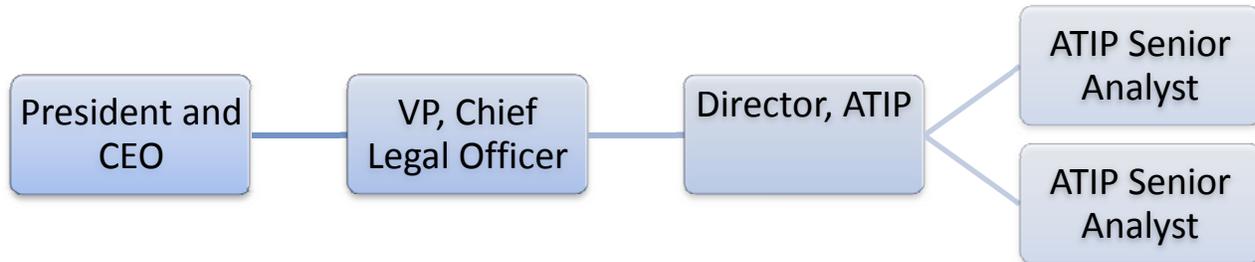
2. AECL'S ACCESS TO INFORMATION AND PRIVACY OFFICE

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, Chief Legal Officer 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 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.

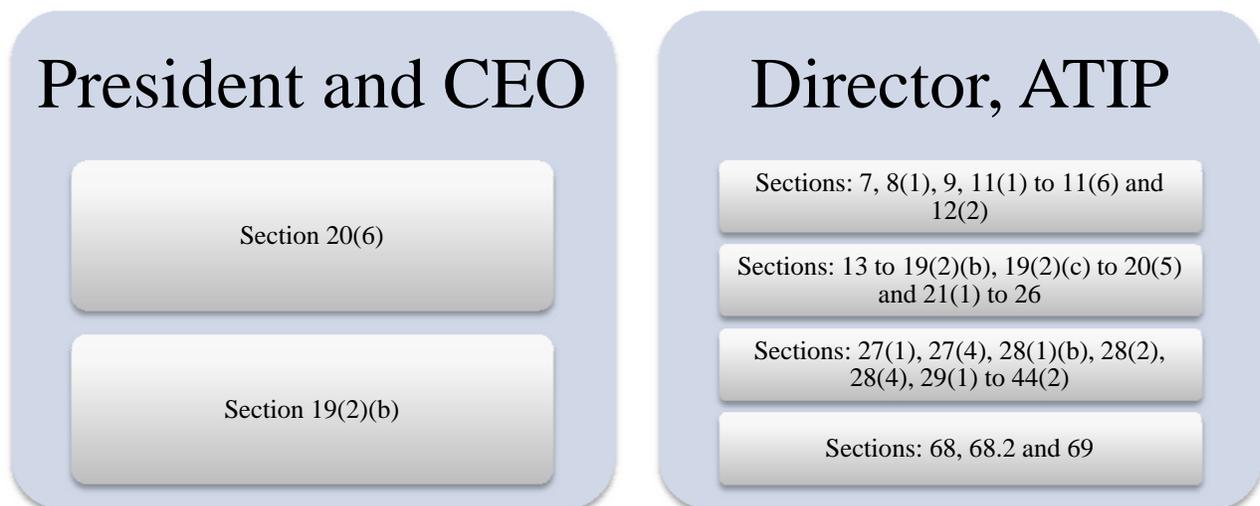
The ATIPO encourages potential applicants to discuss their requests informally with the offices of primary interest prior to filing a formal request. Often this yields a satisfactory response in less time. The offices of primary interest also respond to numerous informal requests for information. Advice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

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>
		<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. **2013-2014 STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT**



Statistical Report on the Access to Information Act

Name of institution: Atomic Energy of Canada Limited

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	79
Outstanding from previous reporting period	6
Total	85
Closed during reporting period	83
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	29
Academia	6
Business (Private Sector)	4
Organization	7
Public	33
Total	79

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	4	2	0	0	0	0	0	6
Disclosed in part	22	12	1	10	0	0	0	45
All exempted	0	3	0	0	0	0	0	3
All excluded	3	4	0	0	0	0	0	7
No records exist	1	9	0	0	0	0	0	10
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	8	4	0	0	0	0	0	12
Treated informally	0	0	0	0	0	0	0	0
Total	38	34	1	10	0	0	0	83

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)	1	20.1	0
13(1)(b)	0	16(2)(b)	1	18(b)	1	20.2	0
13(1)(c)	0	16(2)(c)	3	18(c)	0	20.4	0
13(1)(d)	1	16(3)	0	18(d)	1	21(1)(a)	13
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	7
14(a)	1	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	7
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	2
15(1) - I.A.*	0	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	9
16(1)(a)(i)	0	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)	0	16.5	0	20(1)(c)	8		
16(1)(b)	0	17	0	20(1)(d)	5		
16(1)(c)	1						
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)	0	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)	10	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	11	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	6	0	0
Disclosed in part	37	8	0
Total	43	8	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	98	98	6
Disclosed in part	7439	4782	45
All exempted	1016	0	3
All excluded	100	0	7
Request abandoned	0	0	12

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	6	98	0	0	0	0	0	0	0	0
Disclosed in part	24	675	18	2573	2	362	1	1172	0	0
All exempted	2	0	0	0	0	0	1	0	0	0
All excluded	7	0	0	0	0	0	0	0	0	0
Abandoned	12	0	0	0	0	0	0	0	0	0
Total	51	773	18	2573	2	362	2	1172	0	0

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	14	0	0	0	14
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	14	0	0	0	14

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	7	5
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	7	5

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	1
31 to 60 days	0	0	2	1
61 to 120 days	0	0	5	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	7	5

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	54	\$270	27	\$135
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	54	\$270	27	\$135

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 reporting period	26	1729	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	26	1729	0	0
Closed during the reporting period	26	1729	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

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	than 365 days	
Disclose entirely	7	0	0	0	0	0	0	7
Disclose in part	13	1	0	0	0	0	0	14
Exempt entirely	1	0	0	0	0	0	0	1
Exclude entirely	3	0	0	0	0	0	0	3
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	25	1	0	0	0	0	0	26

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	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	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$205,490
Overtime	\$0
Goods and Services	\$6,690
• Professional services contracts	\$0
• Other	\$6,690
Total	\$212,180

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	1.50	0.00	1.50
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	1.50	0.00	1.50

Appendix A

Previously released ATI package released informally

Institution	Number of Informal releases of previously released ATI packages
Atomic Energy of Canada Limited	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100		101-500		501-1,000		1,001-5,000		More Than 5,000	
	Pages Processed		Pages Processed		Pages Processed		Pages Processed		Pages Processed	
	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

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

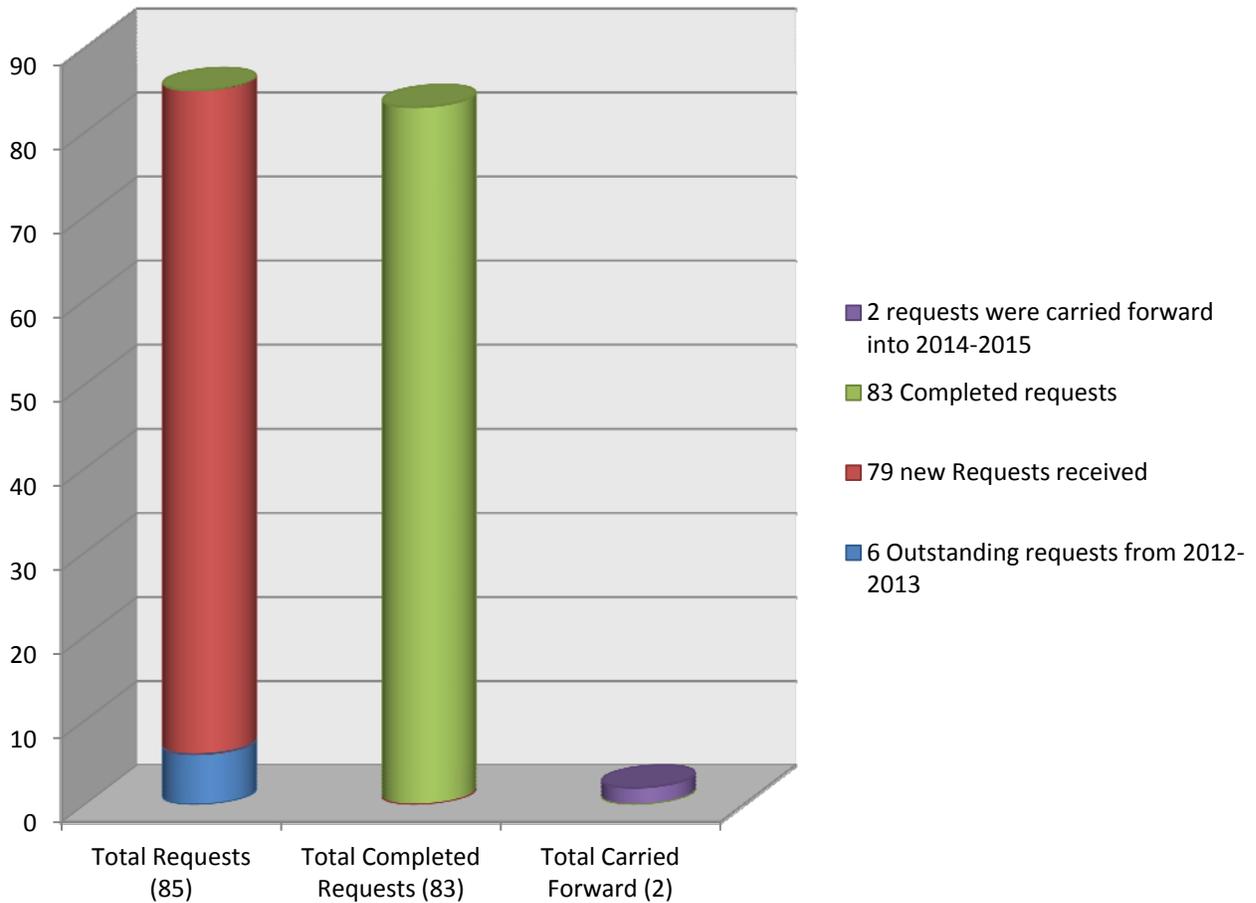
Number of Days	Fewer Than 100		101-500		501-1,000		1,001-5,000		More Than 5,000	
	Pages Processed		Pages Processed		Pages Processed		Pages Processed		Pages Processed	
	Number of Requests	Pages Disclosed								
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 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

4.1 Interpretation of the 2013-2014 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 79 new requests for information under the *ATIA* and carried over six outstanding *ATIA* requests from the previous fiscal year. Of the total 85 requests, 83 were completed and two were carried forward to the next fiscal year.

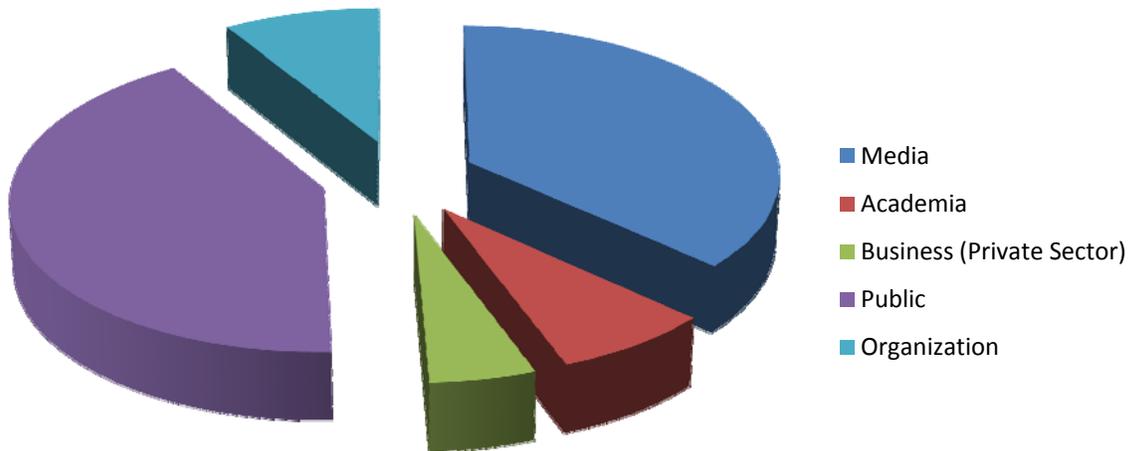


Part 1.2 - Sources of Requests

Seventy-nine 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	36.7%
Academia	7.6%
Business (Private Sector)	5%
Organization	8.9%
Public	41.8%

Sources 2013- 2014



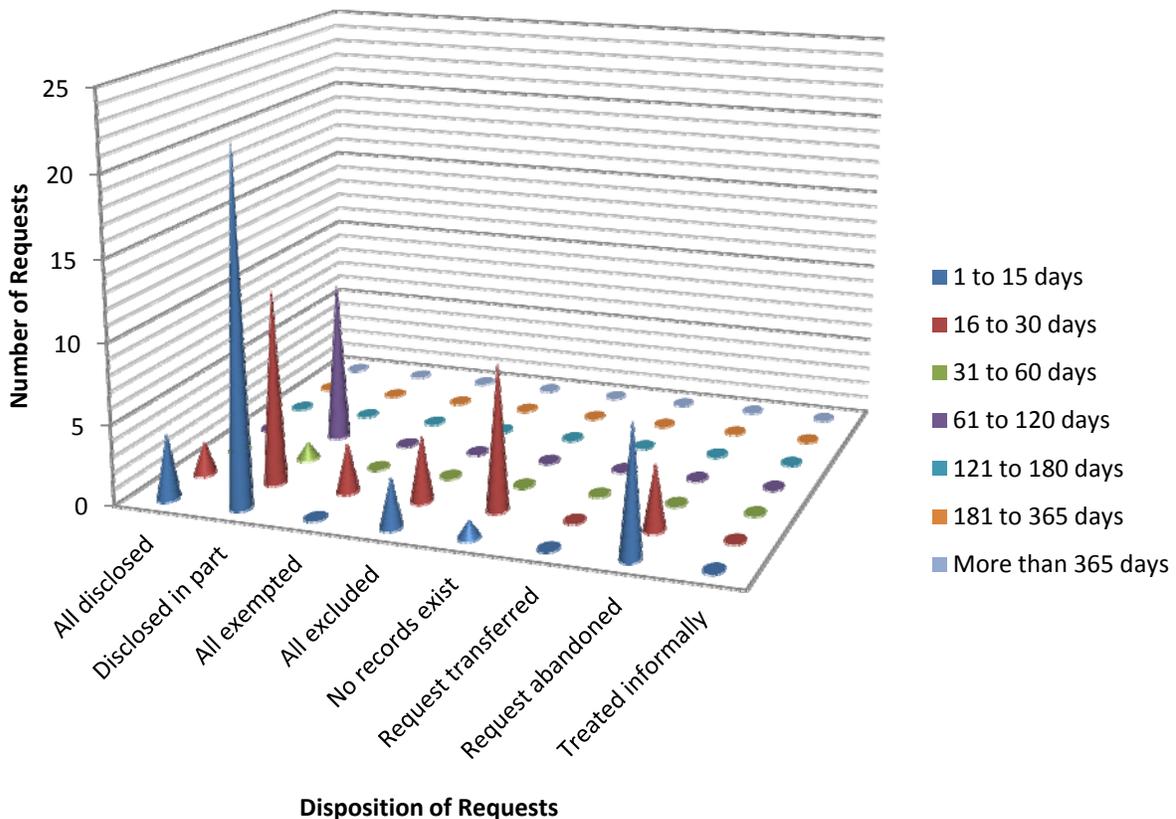
4.1.2 Part 2 – Requests Closed During the Reporting Period

Part 2.1 - Disposition and Completion Time

Of the 83 requests completed in 2013-2014, information was disclosed in full without exemptions and/or exclusions for six requests. Four of these requests were disclosed in full within one to 15 days and two requests within 16 to 30 days.

Of the 83 requests completed in 2013-2014, information was disclosed in part for 45 requests. 22 of these requests were closed within 15 days, 12 were closed between 16 to 30 days, one was closed within 31 to 60 days and 10 were closed between 61 to 120 days.

AECL was able to process 61 requests as the requested information was within their custody and control. Therefore, no records existed for 10 requests (closed within 30 days) and 12 requests were abandoned within 30 days. Additionally, seven requests processed within 30 days were excluded in full and three requests closed within 16 to 30 days were exempted entirely from the ATIA. No requests were treated informally and none 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))	1
Federal-provincial affairs (s.14(a))	1
Law enforcement and investigations (s.16(1))	1
Security (s.16(2))	4
Economic interests of Canada (s.18)	3
Personal information (s.19)	42
Third party information (s.20)	18
Operations of Government - Advice, etc. (s.21(1))	29
Solicitor-client privilege (s.23)	9

Part 2.3 – Exclusions

Other information was denied under the following exclusions:

Reasons	Incidences
Atomic Energy of Canada Limited (s.68.2)	21

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 43 cases and electronically for eight cases.

Part 2.5 – Complexity

Part 2.5.1 - Relevant Pages Processed and Disclosed

98 pages were processed and fully disclosed for six requests. As for the 45 disclosed-in-part requests, 7,439 pages were processed and a total of 4,782 pages were disclosed. No pages were processed nor disclosed for the 12 abandoned requests. As for the ten all-excluded or all exempted requests, 1,116 pages were processed and none were disclosed.

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

A total of 51 requests had fewer than 100 pages to process and a total of 773 pages were disclosed. 18 requests had between 101-500 pages to process and a total of 2,573 were disclosed. Two requests had between 501-1,000 pages to process and a total of 362 pages were disclosed. Two requests had between 1,001-5,000 pages to process and a total of 1,172 pages were disclosed. Finally, no requests had more than 5,000 pages to process.

Part 2.5.3 - Other Complexities

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

Part 2.6 - Deemed Refusals

AECL has zero deemed refusals to report in 2013-2014.

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 2013-2014, AECL found it necessary to extend the timeframe of seven 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 five 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 seven cases in which paragraph 9(1)(b) was applied, two cases were extended between 31 to 60 days and five cases were extended between 61 to 120 days. Out of the five cases in which paragraph 9(1)(c) was applied, one case was extended for 30 days or less, one case was extended between 31 to 60 days and three were extended between 61 to 120 days.

4.1.4 Part 4 – Fees

Two hundred and seventy dollars in application fees were collected between April 1, 2013 and March 31, 2014. 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 \$135.00 were waived in 27 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 26 requests for consultations from other Government institutions where a total of 1,729 pages were reviewed.

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

Of the 26 consultation requests completed in 2013-2014, information was recommended to be disclosed in full for seven cases within 15 days and in-part for 14 other cases. Of the 14 other cases, 13 were completed within 15 days and one within 16 to 30 days. Four consultation requests were recommended to exclude or exempt 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 \$205,490.00 for 2013-2014. Other operation and maintenance costs amounted to \$6,690.00 for a total of 212,180.00.

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.

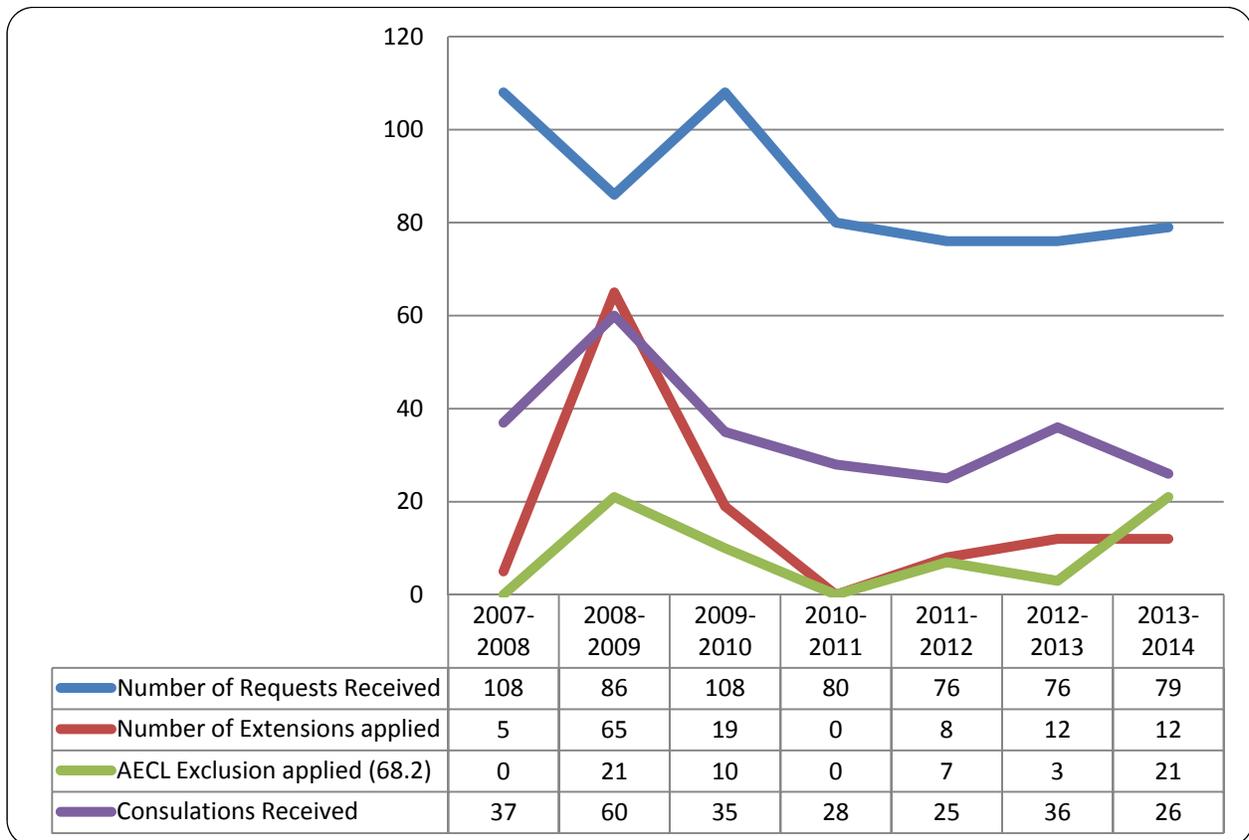
Part 7.2 – Human Resources

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

Annexe A – Supplementary Statistical Reporting

AECL did not process any Cabinet Confidences nor informally release any previously released ATI packages under the *ATIA* during the reporting period.

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 one at the J.L. Gray Building in Deep River. Approximately 65 employees received training during fiscal year 2013-2014.

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 2013-2014.

7. COMPLAINTS AND INVESTIGATIONS

AECL received twelve new complaints under the *ATIA* this fiscal year relating to the exemptions/exclusions invoked and alleged missing records.

Three complaints were carried forward from the 2012-2013 fiscal year relating to exemptions invoked and/or alleged missing records.

Twelve complaints were completed this fiscal year where ten complaints were discontinued and two complaints were well-founded and resolved.

Three complaints were carried forward to the next fiscal year 2014-2015. 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 appeals were filed with the Federal Court at the end of this reporting period.