

ATI Annual Report

Report on the Administration of the Access to Information Act

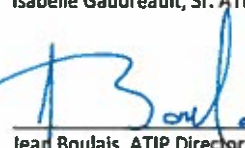
2015-2016

Final


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2016 May

mai 2016

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1. INTRODUCTION

This annual report to Parliament is prepared and tabled in accordance with section 72 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, 2016.

The purpose of the ATIA is to provide a right of access to records under the control of Canada's Federal government institutions subject to necessary exceptions that are limited and specific.

As a Crown corporation, AECL became subject to the ATIA in September 2007 providing Canadian citizens the right to request 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 fulfill Canada's radioactive waste and decommissioning responsibilities. This work is undertaken at eight main sites across Canada, with headquarters in Chalk River, Ontario. The Chalk River site is AECL's main laboratory campus and Canada's largest research and development complex. This science campus boasts multiple highly-specialized and unique laboratory facilities, testing equipment and a large research reactor, the National Research Universal, all of which are used to leverage nuclear science and technology for peaceful purposes. Scientific activities have important applications in the areas of health, safety, security, energy, non-proliferation, environmental protection and emergency response that benefit Canada and Canadians.



AECL is also responsible for addressing Canada's radioactive waste and decommissioning responsibilities. These responsibilities stem from decades of nuclear research and development activities at the Chalk River Laboratories, the Whiteshell Laboratories in Manitoba, as well as other sites in Ontario and Quebec. AECL is responsible for the proper and safe clean-up, remediation and long-term management of the radioactive waste at its sites. On behalf of the Government of Canada, AECL also oversees similar work at sites where the Government has assumed specific responsibility for historic, low-level radioactive waste, such as in the municipalities of Port Hope and Port Granby, in Ontario.

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

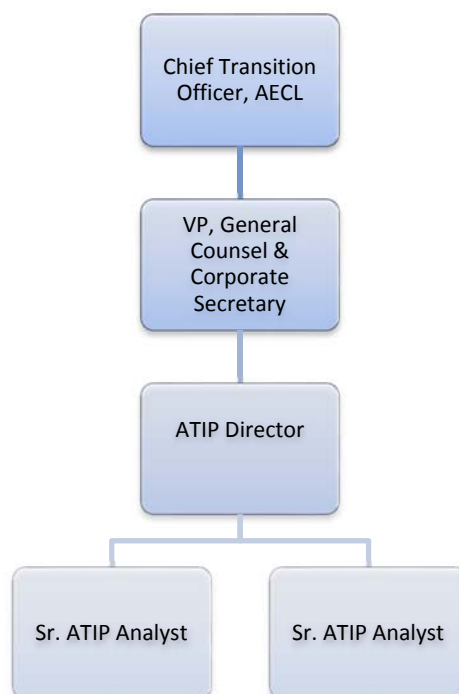
AECL delivers its mandate, including its support of industry and other third parties on commercial terms, through long-term contracts with the private-sector for the management and operation of its sites.

2. STRUCTURE

To fulfill ATIA responsibilities, AECL established an Access to Information and Privacy (**ATIP**) Office in Ottawa, Ontario. The ATIP Office is the focal point for the application and administration of the ATIA and the *Privacy Act* (**PA**) within AECL. It is involved in policy matters related to the implementation of the ATIA and the PA within AECL, it deals directly with the public and employees in connection with ATIA and PA requests, and it serves as the center of expertise in enabling AECL to meet its statutory obligations under the ATIA and PA.

The ATIP Office consists of two Senior Analysts along with a Director who reports directly to the Vice-President, General Counsel & Corporate Secretary.

ATIP Office Organizational Chart



3. DELEGATION ORDER

Under the ATIA, the Acting Chief Transition Officer, acting as the head of AECL pursuant to a resolution of the AECL board of directors, is the designated head of the institution for the purpose of administering the legislation. Section 73 authorizes the head of the institution to designate, by order, one or more officers or employees to exercise or perform any powers, duties or functions of the head that are specified in the order. As ATIP Coordinator, the ATIP Director holds full delegated authority under the ATIA.



AECL EACL

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

Pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, the Chief Transition Officer (CTO) of Atomic Energy of Canada Limited (AECL), acting as the head of AECL pursuant to a resolution of the AECL board of directors, 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 CTO, 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 de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, l'Agent principal de la transition d'Énergie atomique du Canada limitée(EACL), responsable intérimaire d'EACL en vertu d'une résolution du conseil d'administration d'EACL, délègue au titulaire du poste mentionné à l'annexe ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit 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 and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
Director of the Access to Information and Privacy Office / Directeur, bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority / Autorité absolue	Full authority / Autorité absolue

Jon Lundy, Chief Transition Officer of Atomic Energy of Canada Limited / Agent principal de la transition d'Énergie atomique du Canada limitée

April 1st, 2015 / Le 1^{er} avril, 2015.

Date



4. 2015-2016 STATISTICAL DATA



Government of Canada
Gouvernement du Canada

Statistical Report on the Access to Information Act

Name of institution: Atomic Energy of Canada Limited

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	58
Outstanding from previous reporting period	1
Total	59
Closed during reporting period	53
Carried over to next reporting period	6

1.2 Sources of requests

Source	Number of Requests
Media	7
Academia	6
Business (private sector)	14
Organization	3
Public	26
Decline to Identify	2
Total	58

1.3 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
14	2	1	1	0	0	0	18

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

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

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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	8	4	0	0	0	0	0	12
Disclosed in part	25	11	2	2	0	0	0	40
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	34	15	2	2	0	0	0	53

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)	3	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	1	20.4	0
13(1)(d)	0	16(2)(c)	5	18(d)	3	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)	39	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	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)	6		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	3		
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

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	7	4	1
Disclosed in part	22	18	0
Total	29	22	1

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	229	203	12
Disclosed in part	12386	11242	40
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
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	11	87	1	116	0	0	0	0	0	0
Disclosed in part	23	781	11	2964	3	1775	3	5722	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	0	0	0	0	0	0	0	0	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	4	0	0	0	4
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	4	0	0	0	4

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
4	0	4	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	1	1
16 to 30 days	0	1	1
31 to 60 days	0	0	0
61 to 120 days	0	2	2
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	4	4

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	4	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	4	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	2	2
31 to 60 days	0	0	0	0
61 to 120 days	0	0	2	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	4	2

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	13	\$65	40	\$200
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	13	\$65	40	\$200

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	15	6654	2	21
Outstanding from the previous reporting period	1	2	0	0
Total	16	6656	2	21
Closed during the reporting period	9	129	2	21
Pending at the end of the reporting period	7	6527	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	6	0	0	0	0	0	0	6
Disclose in part	1	1	0	0	0	0	0	2
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	1	0	0	0	0	0	0	1
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	8	1	0	0	0	0	0	9

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	1	0	0	0	0	0	0	1
Disclose in part	0	1	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	1	1	0	0	0	0	0	2

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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
1	1	0	2

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		\$349,011
Overtime		\$0
Goods and Services		\$2,528
• Professional services contracts	\$0	
• Other	\$2,528	
Total		\$351,539

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	2.00

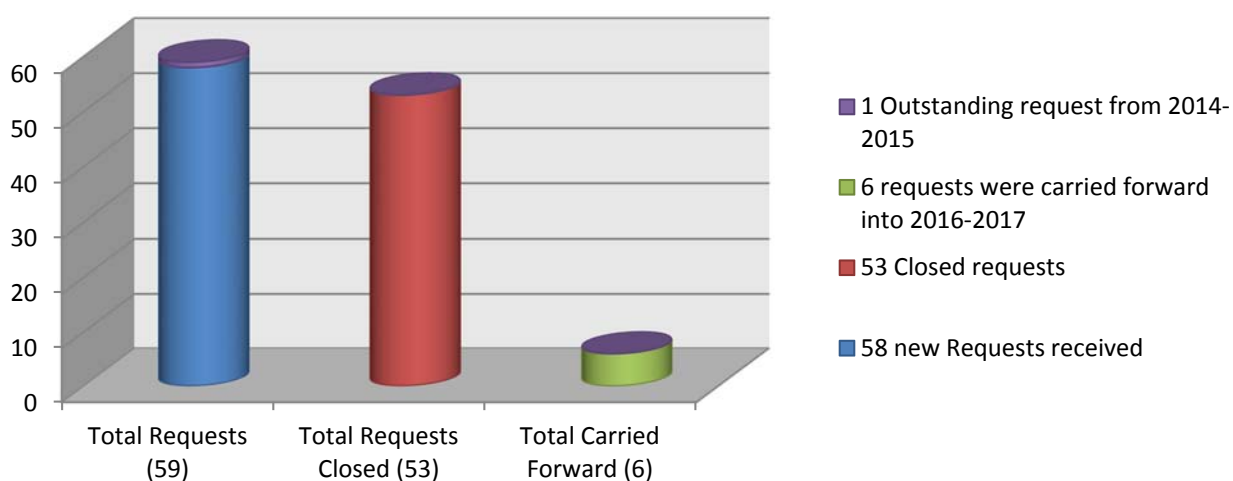
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4.1 Interpretation

4.1.1 Part 1 – Requests under the *Access to Information Act*

Part 1.1 - Number of Requests

AECL received 58 new requests for information under the ATIA and carried over one outstanding ATIA request from the previous fiscal year. Of the total 59 requests, 53 were completed and 6 new requests were carried forward to the next fiscal year.



Part 1.2 - Sources of requests

Fifty-eight new requests were received under the ATIA during the period. Details concerning the source of the requests are as follows:

Source	Percentage of Requests	Number of Requests
Media	12.1%	7
Academia	10.3%	6
Business (Private Sector)	24.1%	14
Organization	5.2%	3
Public	44.8%	26
Decline to Identify	3.5%	2

Part 1.3 – Informal requests

AECL treated 18 requests informally in 2015-2016. Fourteen of these requests were completed within 15 days, two were treated between 16 and 30 days, one was treated between 31 to 60 days and one was treated between 61 to 120 days.

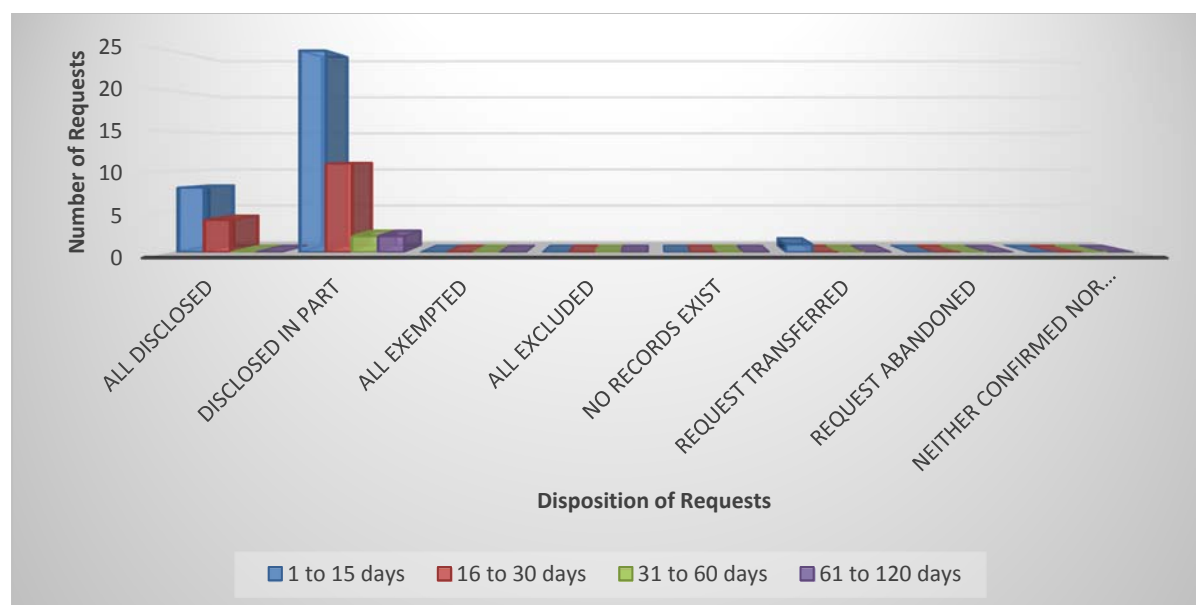
4.1.2 Part 2 – Requests Closed During the Reporting Period

Part 2.1 - Disposition and completion time

Of the 53 requests completed in 2015-2016, information was disclosed in full without exemptions and/or exclusions for 12 requests. Eight of these requests were disclosed in full within one to 15 days and 4 requests within 16 to 30 days.

Of the 53 requests completed in 2015-2016, information was disclosed in part for 40 requests. Twenty-five of these requests were closed within 15 days, 11 were closed between 16 to 30 days, 2 were closed within 31 to 60 days and 2 were closed between 61 to 120 days.

AECL was able to process 52 requests as the requested information was within their custody and control. Therefore, one request was transferred to another federal organization within 15 days. None of the 52 requests processed where “exempted entirely”, “excluded in full”, “abandoned” or “neither confirmed nor denied”.



Part 2.2 – Exemptions

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

Reasons	Incidences
Security (s.16(2))	5
Economic interests of Canada (s.18)	10
Personal information (s.19)	39
Third party information (s.20)	9
Operations of Government - Advice, etc. (s.21(1))	3
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))	1

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 29 requests, electronically for 22 requests and reviewed on site for one request.

Part 2.5 – Complexity

Part 2.5.1 - Relevant pages processed and disclosed

229 relevant pages were processed and 203 relevant pages fully disclosed for 12 requests. As for the 40 “Disclosed in part” requests, 12,386 pages were processed and a total of 11,242 pages were disclosed. No pages were processed for “exempted entirely”, “excluded in full”, “abandoned” or “neither confirmed nor denied” requests.

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

A total of 34 requests had fewer than 100 pages to process and a total of 868 pages were disclosed. Twelve requests had between 101-500 pages to process and a total of 3,080 were disclosed. Three requests had between 501-1,000 pages to process and a total of 1,775 pages were disclosed. Three requests had between 1,001-5,000 pages to process and a total of 5,722 pages were disclosed. Finally, no requests had more than 5,000 pages to process.

Part 2.5.3 - Other complexities

Four 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

Four requests were extended and closed past the statutory deadline as they each required external consultations.

Part 2.6.2 – Number of days past deadline

Out of the 4 extended requests, one request was closed 1 to 15 days past deadline, another was closed 16 to 30 days past deadline and the last 2 were closed 61 to 120 days past deadline.

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 2015-2016, AECL found it necessary to extend the timeframe of 4 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 2 other cases under paragraph 9(1)(c) of the ATIA in order to consult with third parties.

Part 3.2 – Length of extensions

Out of the 4 requests in which paragraph 9(1)(b) was applied, 2 requests were extended 30 days or less and 2 were extended between 31 to 60 days. Out of the two which paragraph 9(1)(c) was applied, the 2 requests were extended between 30 days or less.

4.1.4 Part 4 – Fees

Sixty-five dollars in application fees were collected between April 1, 2015 and March 31, 2016 for a total of 13 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. Application fees of \$200.00 were waived for 40 requests received during the reporting period.

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 15 new requests for consultations from other Government institutions plus one outstanding from 2014-2015 to review a total of 6,656 pages for the 16 requests. Out of these 16 requests received, AECL closed 9 requests, where 129 pages were reviewed during the reporting period. The other 7 consultations requests with a total of 6527 pages were carried forward to the next reporting period (2016-2017). In addition, AECL received and closed 2 new requests for consultations from other organizations to review 21 pages during the reporting period.

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

Of the 9 consultation requests completed in 2015-2016, information was recommended to be disclosed in full for 6 requests within 15 days and in-part for 2 other requests. Of the 2 other

requests, one was completed within 15 days and one within 16 to 30 days. One consultation request was recommended to exclude information entirely and was completed within 15 days.

Part 5.3 – Recommendations and completion time for consultations received from other organizations

AECL received two consultations from other organizations during the period of this annual report. Information was recommended to be disclosed in full within 15 days for one consultation request and disclosed in part within 16 to 30 days for the last one.

4.1.6 Part 6 – Completion Time of Consultations on Cabinet Confidences

AECL did not process any Cabinet confidences in relation to requests under the ATIA during the reporting year.

Part 6.1 Requests with Legal Services

No consultations were required with legal services concerning Cabinet confidence during the period under review.

Part 6.2 Requests with Privy Council Office

No consultations were required with Privy Council Office concerning Cabinet confidences during the period under review.

4.1.7 Part 7 – Complaints and Investigations

Section 32 – AECL has received one new complaint from the Information Commissioner pursuant to section 32 this fiscal year, where the complainant alleges that AECL failed to provide all records responsive to the request made under the ATIA.

Section 35 – AECL made representations to the Information Commissioner pursuant to section 35 of the ATIA for one complaint originating from fiscal year 2011-2012.

Section 37 – AECL did not receive any report of findings from the Information Commissioner of Canada this fiscal year.

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 *Access to Information Act*

Part 9.1 – Costs

Total salary costs associated with ATIA activities are estimated at \$349,011.00 for 2015-2016.

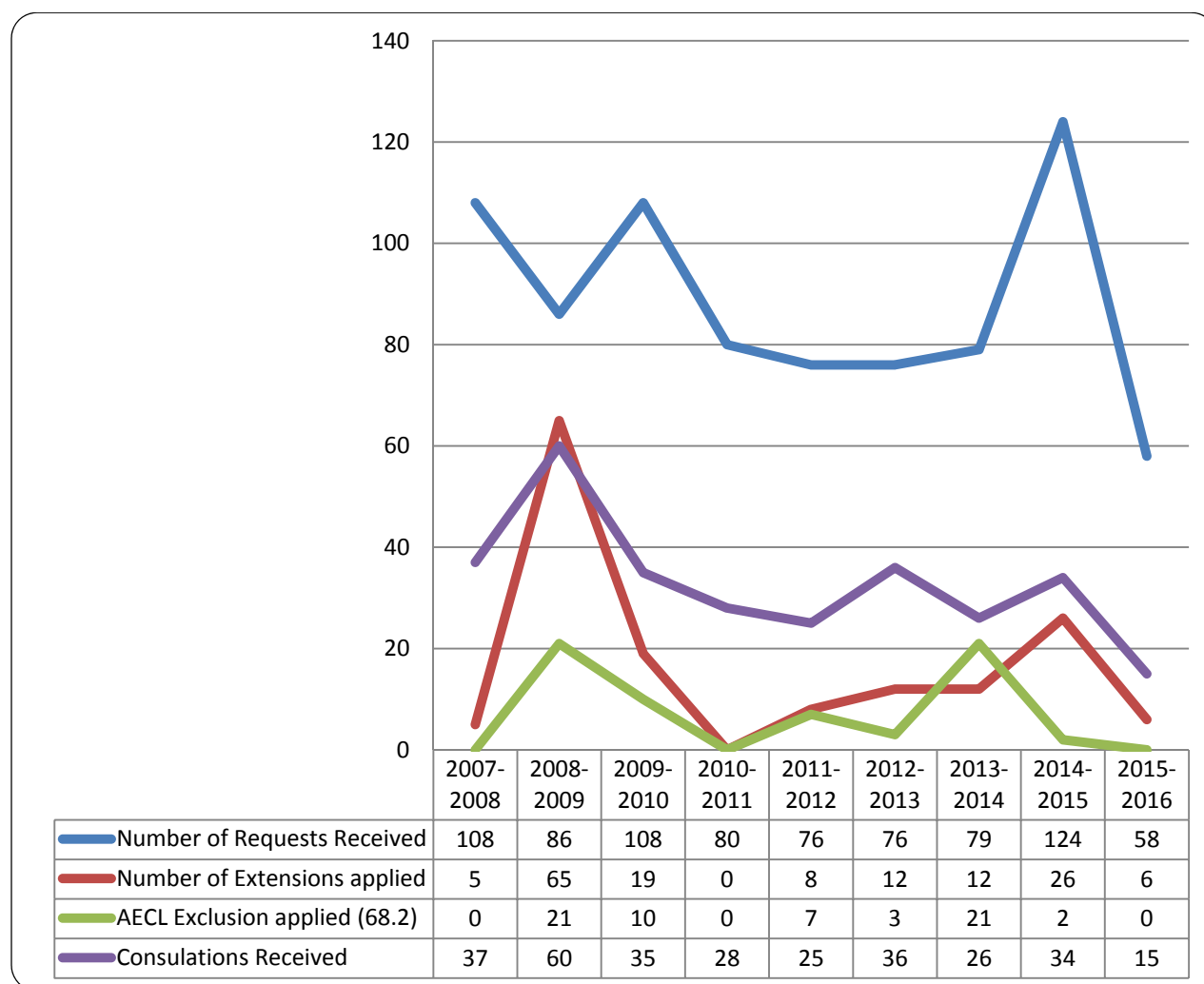
Other operation and maintenance costs amounted to \$2,528.00 for a total of \$351,539.00.

Included in the costs attributable to the ATIP Office 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 2.

4.2 Multi-Year Trends



5. TRAINING AND AWARENESS

No formal training activities were provided during the reporting period 2015-2016. However, a companywide training session was held by the ATIP Director shortly following the end of the reporting period. Additionally, informal briefing sessions were given regularly by the ATIP Director during the process of retrieval and review of documents in response to ATIA requests.

6. INSTITUTION-SPECIFIC PROCEDURES

AECL implemented a new Institution specific Access to Information and Privacy Procedure during the reporting period 2015-2016.

7. COMPLAINTS

AECL received one new complaint this fiscal year relating to alleged missing records and 2 complaints were carried forward from the 2011-2012 fiscal year relating to exemptions invoked. No investigations were concluded during this reporting period and therefore AECL carried forward these 3 complaints to the next fiscal year 2016-2017.

8. MONITORING PROCESSING TIME

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