

Atomic Energy of Canada Limited

2024-25 Annual Report on the
Administration of the

Access to Information Act

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X 

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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, 2025.

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, derive optimal value for Canada from AECL's CANDU intellectual property, 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.

Note: AECL does not have any non-operational ("paper") subsidiaries during this reporting period.

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 is responsible for receiving, processing and approving requests and responses. It also serves as the center of ATIP expertise in enabling AECL to meet its statutory obligations under the Acts.

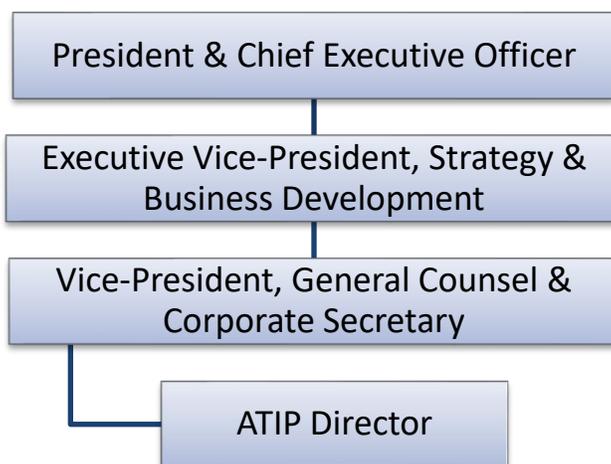
The ATIP Office consists of one Director who reports directly to the General Counsel & Corporate Secretary of AECL. The equivalent of 0.8 full time employee (FTE) was applied to *ATIA* matters and 0.2 FTE was applied to *Privacy Act* matters.

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.

For a breakdown of the position responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section “**Proactive Publication under Part 2 of the ATIA**”, below.

Note: 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*.



**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

4. PERFORMANCE UNDER PART 1 OF THE ATIA, 2024-25

The following is an overview of key data on AECL's performance in administering Part 1 of the *ATIA* for this fiscal year, as reflected in AECL's 2024-25 Statistical Reports.

Requests Completed During the Reporting Period

AECL completed 18 requests in 2024-25, 13 (72.22%) were closed within the initial deadline of 30 days. Furthermore, 100% of the requests 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 two requests within 30 days. Additionally, information was disclosed in part for 12 requests. Seven of these requests were closed within 30 days, two requests were closed between 31 to 60 days, two were closed between 61 to 120 and one between 121 to 180 days.

AECL was not able to process one request as the requested information was not under the organization's custody and control. One of the requests was abandoned within 30 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 2024-25, 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	2	0	0	0	2	11.11%
Disclosed in part	7	2	2	1	12	66.65%
All exempted	1	0	0	0	1	5.56%
All excluded	1	0	0	0	1	5.56%
No records exist	1	0	0	0	1	5.56%
Abandoned	1	0	0	0	1	5.56%
Total number of requests	13	2	2	1	18	
Total as percentage	72.22%	11.11%	11.11%	5.56%	100%	

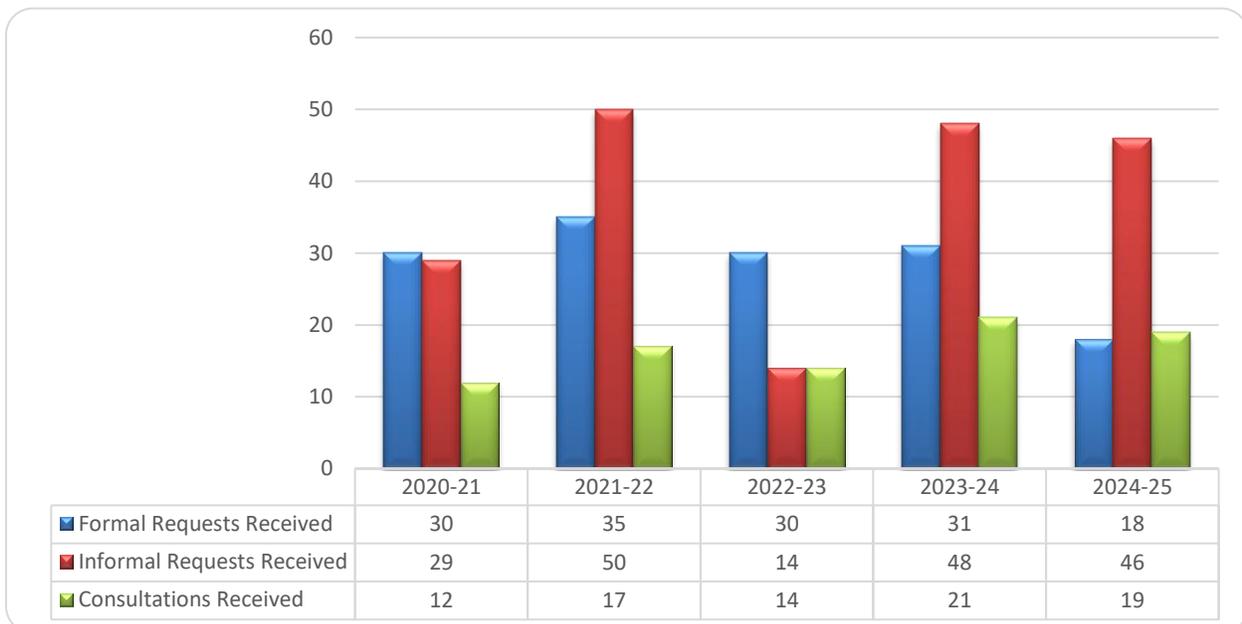
Requests Received During the Reporting Period

AECL received 18 new requests under the *ATIA* and carried over three requests from the previous reporting period, making a total of 21 formal requests. Additionally, AECL received 46 informal requests, and 19 requests for consultations from other Government of Canada institutions and

organizations. A total of 8,338 pages were reviewed in 2024-25. 55.6% 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	22.2%	4
Academia	5.5%	1
Public	55.6%	10
Media	16.7%	3

Multi-Year Trends of New Requests Received



Extension of Time Limits

In 2024-25, AECL found it necessary to extend the timeframe of six requests, where one request for a large number of records was extended under paragraph 9(1)(a), two were extended under paragraph 9(1)(b) in order to consult other Government institutions and three 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. AECL has been waiving the \$5.00 application fee since the COVID-19 period. Application fees totalling \$90.00 were waived for the 18 requests received during the reporting period.

Consultations Completed

AECL received 19 new requests for consultations from other Government institutions and organizations and carried over one to the next reporting period within the negotiated timeline. All 18 consultations were closed within 30 days during the reporting period.

Of the 18 consultations completed, information was recommended to be disclosed in full for ten consultations, disclosed in-part for six consultations and excluded entirely for two consultations.

Active Complaints

AECL received two notices of intention to investigate from the Information Commissioner this fiscal year for complaints alleging that information was improperly withheld. This complaint was active as of the end of the fiscal year.

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. Four formal *ATIA* awareness session was given virtually to a total of 52 AECL employees and 42 Canadian Nuclear Laboratories employees during the reporting period.

6. POLICIES, GUIDELINES, AND PROCEDURES

AECL established effective procedures to meet the proactive publication requirements and monitor compliance. For reports tabled in Parliament AECL has a dedicated Senior Communications Advisor who plans and coordinates all reporting requirements and liaises with the Natural Resources Canada Parliamentary Affairs Unit.

7. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

AECL has invested in purchasing a new software for technological improvements to modernize the delivery of ATIP services, facilitate information management, and requests processing.

8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were concluded during the reporting period.

9. 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:

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publications published within legislated timelines*	Link to web page where published**
Apply to all Government Institutions as defined in section 3 of the Access to Information Act						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Director, Communications & Government Reporting	100%	Government Travel Expenses
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Director, Communications & Government Reporting	100%	Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Director, Communications & Government Reporting Director, Access to Information and Privacy	100%	Reports, publications, resources and links - AECL Annual Reports on Access to Information Act and the Privacy Act - AECL

10. MONITORING COMPLIANCE

ATIA Requests and Consultations

- AECL uses a case management application 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 established effective procedures to meet the proactive publication requirements and monitor compliance. For expense reporting, the Finance and Communications teams work in close collaboration, and for reports tabled in Parliament AECL has a dedicated Senior Communications Advisor who plans and coordinates all reporting requirements and liaises with the Natural Resources Canada Parliamentary Affairs Unit.