



## Disclosure of Radiological Property Information

Canadian Nuclear Laboratories (CNL) provides full disclosure of radiological property information held in its files, which contain the results of any radiological investigations and remedial activities conducted by CNL or its contractors on properties in Canada.

This disclosure is consistent with the *Access to Information Act, 1983, the Privacy Act, 1983, Government of Canada* supporting policies for both Acts (updated 2008), *Treasury Board Directive on the Administration of the Access to Information Act* (2010) and Atomic Energy of Canada Limited (AECL) policies.

### Who can obtain radiological property information?

Any member of the public can obtain information (if any is available) about the radiological history of a property located in Canada by submitting a request to CNL.

The form is titled "Request for Property File Information" and includes the Canadian Nuclear Laboratories logo and contact information. It contains several sections for data entry: "Date of Request:", "Requested Property Address or Description:", "Requester's Name:", "Mailing Address:", "Telephone Number:", "Fax Number:", and "Email:". Below these is a section for "Radiological property files" with a note about the scope of the information. A section titled "Please indicate below the information you are seeking:" contains two checkboxes: "Entire Radiological Property File" and "Specific File Information". Below this is a "Details:" section. At the bottom, there is a "Method of Access Preferred:" section with checkboxes for "Electronic file" and "Hard copy file", and a "Requester's Signature:" section. A note at the bottom states: "Note: Personal information collected on this form is required for communication purposes to respond to your request on Property File Information and is protected under the federal Privacy Act. For additional information please contact the Access to Information and Privacy Director at AECL (www.aecl.ca/contact/access) or go to Info Source (www.info.gc.ca/index-eng.asp) and refer to Institute-Specific Personal Information Bank AECL PPU 007." A footer line reads: "Please forward this completed form to the Historic Waste Program Management Office, National Programs 115 Toronto Rd., Port Hope, Ontario L1A 3S4; Fax: (905) 885-9344; email: nationalprograms@cnl.ca".

### What types of radiological property information may be requested?

The following types of information in the files managed by CNL for approximately 4,800 private and public properties in Port Hope and a few elsewhere in Canada may be requested.

#### Entire Property File Information

Any member of the public may request a copy of the entire radiological property file. As with all requests, information deemed personal will be redacted (removed).

#### Specific File Information

Any member of the public may request specific information about a radiological property file, such as the radiological status of a property during a particular time frame. In this case, the requester should specify date range for the information being requested.

### What is in a radiological property file?

Radiological property files contain the results of radiological investigations and any remedial activities carried out on properties in Canada by CNL and/or its contractors from the mid-1970s to the present. Most of the approximately 4,800 property files currently managed by CNL were created between 1976 and 1981 during the initial radiological survey and cleanup of properties in urban Port Hope, Ontario. Since then, as a result of CNL's Interim Waste Management Program and investigations conducted as part of the Port Hope Area Initiative, information has been updated and new files created. The new files include information on some rural Port Hope properties, as well as other properties located throughout Canada.

# What happens when a request for radiological information in a property file is made by someone other than the property owner?

- Property owners will be notified, as a courtesy, when a request by a non-owner is made and will be offered the same information provided to the requester.
- In the case of non-owner requests, both the requester and property owner will be offered an opportunity to meet with CNL staff to have the information explained.
- An owner who objects to the release of information will be referred to the AECL Access to Information and Privacy office to discuss his/her concerns.
- The name of the person requesting information will not be released.
- The time required to satisfy a request will depend on the complexity of the request and file.
- In the case of complex requests or a large volume of requests, the requester may be referred to AECL's Access to Information and Privacy office.

## How long will it take to receive the information?

The length of time needed to respond to a request will depend on the complexity of the request and file. Requests will be dealt with on a first-come, first-served basis, and most files or specific information in the files should be made available within two weeks. However, in the case of complex files, the request may take longer to process. Requesters can assist by specifying the precise information they want. For example, if a requester is interested only in the monitoring results for a specific time period when they lived at the property, they should specify this in their request.

## Is there information I cannot receive?

Yes, files will be reviewed, and information that is considered personal under the federal Privacy Act will be redacted (removed) before the information is released. Examples of personal information include names of previous and present property owners and tenants, correspondence with lawyers, and financial information.

## What if I don't want someone to have this information about my property?

Radiological property information gathered by CNL is collected on behalf of the federal government and is available to anyone who requests it. Whenever a request is received from a non-owner, the owner will be notified and offered the same information being released to the requester. The owner will be assured that only information deemed public – radiological information – will be released. No private information will be provided. Both the requester and the property owner will be offered an opportunity to meet with CNL staff to review the information that has been disclosed. Owners who continue to have concerns about the release of information will be referred to AECL's Access to Information and Privacy Office.

## How do I make an information request?

"Request for Property File Information" forms are available at [www.cnl.ca/en/home/environmental-stewardship/llrwmo.aspx](http://www.cnl.ca/en/home/environmental-stewardship/llrwmo.aspx) or by visiting CNL at its Historic Waste Program Management Office at 25 Henderson Street in Port Hope, Ontario. Most requests will not involve a charge; however, complex requests will be sent to AECL's Access to Information and Privacy Office and its standard charges may apply.

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For more information about the Disclosure of Radiological Property Information, please contact CNL at:

### Historic Waste Program Management Office

25 Henderson Street, Port Hope, ON L1A 0C6 • 905.885.0291 • [nationalprograms@cnl.ca](mailto:nationalprograms@cnl.ca)

Visit our website at [www.phai.ca/phai/national-programs/](http://www.phai.ca/phai/national-programs/)



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