
GUIDELINE ON DISCLOSURE OF RADIOLOGICAL PROPERTY INFORMATION HELD BY THE LOW-LEVEL RADIOACTIVE WASTE MANAGEMENT OFFICE AND THE PORT HOPE AREA INITIATIVE MANAGEMENT OFFICE ABOUT PROPERTIES IN THE MUNICIPALITIES OF PORT HOPE AND CLARINGTON

1. PURPOSE

This guideline is intended to ensure that the Low-Level Radioactive Waste Management Office (LLRWMO) and Port Hope Area Initiative Management Office (PHAI MO) provide full disclosure of information about contamination of properties for which radiological property files exist in a manner consistent with the *Access to Information Act, 1983*, the *Privacy Act, 1983*, Government of Canada supporting policies for both Acts (updated on April 1, 2008), Treasury Board Directives on the administration of the *Access to Information Act* (April 1, 2010) and Atomic Energy of Canada Limited (AECL) policies.

2. SCOPE

This guideline supplements the AECL Corporate Disclosure Policy managed by the AECL Access to Information and Privacy (ATIP) Office and is applicable to the release of information collected and maintained in radiological property files by the LLRWMO and the PHAI MO in the course of investigating, monitoring and remediating properties potentially contaminated by historic low-level radioactive waste in the Municipalities of Port Hope and Clarington.

3. GUIDELINE

Property File requests	Upon receiving a request for property file information, LLRWMO staff will review and redact the file(s) with the assistance and advice of the ATIP Office as appropriate, pursuant to the requirements of the <i>Access to Information Act, 1983</i> , and the <i>Privacy Act, 1983</i> .
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In the event the complexity or volume of the information requested is deemed unmanageable for handling through the LLRWMO in the judgement of the LLRWMO staff in consultation with the ATIP Office, the requester may be asked by the ATIP Office to file an ATIP Information Request.

Notification of Owners	Where information about a property is requested by a person who does not own the property, as a courtesy, the LLRWMO will advise the property owner that information is being released and offer to provide the owner with the
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same information.

Authority The Directors of the LLRWMO and PHAI MO are responsible for the establishment of this guideline and for its review on an annual basis. The Directors will provide appropriate supervision of its implementation by the management team. The persons to whom disclosure responsibilities are assigned will comply with this guideline and the directions provided to them.

4. EXEMPTIONS

When responding to a request for disclosure of information, AECL will not:

- i. release information deemed personal under the *Access to Information Act* or the *Privacy Act*; and,
- ii. create a new document from existing information, except in the case of a request for a Radiological Status Letter by a property owner or the owner's agent.

5. IMPLEMENTATION

This guideline takes effect on the date of its authorization by the Directors of the LLRWMO, the PHAI MO and AECL ATIP. The respective roles of PHAI MO, LLRWMO and AECL ATIP in carrying out the implementation of this Guideline are set out in the accompanying document, *Procedure for Disclosing Radiological Property Information Held by The Low-Level Radioactive Waste Management Office and The Port Hope Area Initiative Management Office*