



Access to Property Information

Municipality of Port Hope Council

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Chris Haussmann, M.A., M.C.I.P., Haussmann Consulting

Robert Neufeld, Manager Communications and Stakeholder Relations, PHAI MO





Overview

- Background
- Access to Information Guideline
- Making and Responding to Requests
- Owner Notification
- Property File Contents
- What's Changed?
- Questions

Background

- Property files contain:
 - Information compiled from investigation and cleanup of Ward 1 properties: 1976-1981
 - Information from LLRWMO's ongoing Construction Monitoring and Property Compliance programs
 - Future results from this summer's trial resurvey and subsequent comprehensive resurvey program conducted for the PHAI MO
- Access to information review was prompted by:
 - Changes to the Federal Accountability Act
 - Commitment made by AECL at last summer's CNSC licensing hearing to broaden access to property information





Access to Property Information Guideline

- Provides public access to property file information:
 - Existing Radiological Status Letters (RSLs)
 - Specific file content
 - Complete files
- Eliminates distinction between owners and non-owners
- Protects personal information through *Privacy Act*
- Notifies property owners when a file is released to non-owners





Making a Request

- All requests require completion of a Request for Property File Information form
- Available at:
 - www.llrwmo.org
 - www.phai.ca
 - LLRWMO and PHAI offices in Port Hope

AECL - OFFICIAL USE ONLY	
LLRWMO	LLRWMO-121290-000-2185 - Low-Level Radioactive Waste Management Office
Request for Property File Information (DRAFT)	
<small>Low-Level Radioactive Waste Management Office 196 Toronto Road Port Hope, Ontario, L1A 3V5 Tel: (905) 885-9488 Fax: (905) 885-0273</small>	
Date of Request:	_____
Requested Property Address or Description:	_____ _____
Requester's Name:	_____
Mailing Address:	_____ _____
Telephone Number:	Fax Number: _____
Email:	_____
Details of information being sought (e.g. Radiological Status Letter, radon readings or entire file).	
_____ _____ _____	
Method of Access Preferred:	<input type="checkbox"/> electronic file <input type="checkbox"/> hard copy file
I am the	<input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Authorized Agent <input type="checkbox"/> Non-Owner
Requester's Signature:	_____
<small>Note: As a courtesy, AECL will notify the property owner that this information is being requested, but will not disclose the identity of the person making the request. 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.infosource.gc.ca/index-eng.asp) and refer to "Institute-Specific Personal Information Bank AECL PPU 007."</small>	
Please forward this completed form to the Low-Level Radioactive Waste Management Office, 196 Toronto Rd., Port Hope, Ontario L1A 3V5; Fax: (905) 885-0273; email: info@llrwmo.org	
THIS SECTION FOR OFFICIAL USE ONLY	
Date Received:	_____
File reviewed by:	_____ Date: _____
File redacted by:	<input type="checkbox"/> LLRWMO <input type="checkbox"/> AECL - ATIP
Date cleared for release:	_____ Release approved by: _____
Follow-up Action:	_____
Notes:	_____ _____ _____



Responding to Information Requests

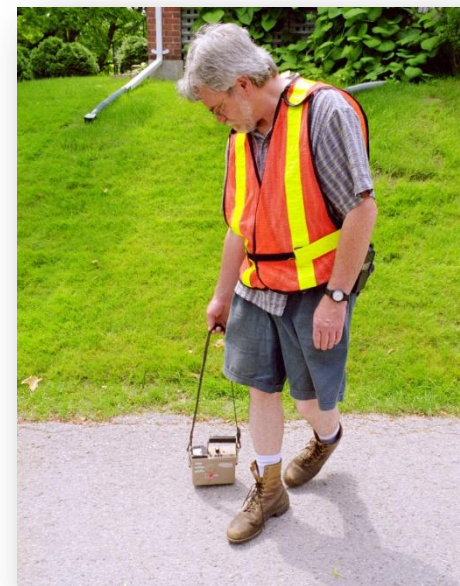
- Office receives request and notifies property owner if request is from non-owner
- Property file is reviewed, private information removed (redacted) and information provided to requester
- Staff offers to meet with requester to help interpret data
- Owner is offered same information and meeting
- Complex information requests will be referred to AECL ATIP office and may require use of formal ATIP process





Owner Notification

- Where a person other than a property owner makes a request:
 - Owner will be notified that a request has been received and the file/RSL will be released after removal of private information
 - Owner will be notified of subsequent requests if new information has been added to the file
 - Notification includes invitation to review file with staff
- Identity of person making request will not be revealed consistent with the *Privacy Act*





Property File Contents

- Radiological investigation survey data, reports and clean-up information will be provided
- The following information is deemed private and will not be released:
 - Names and contact information of previous owners and tenants or current tenants
 - Proprietary corporate information (e.g. financial)
 - Correspondence between owners, lawyers, realtors etc.
 - Private information (e.g. reason for sale of property)





What's Changed?

- To date, only owners and their agents were provided RSLs or offered a review of their file information
- Under the new guideline anyone can receive radiological information about a property

(RSLs will continue to be prepared and updated at the request of property owners/agents only)





Questions and Answers

- How long will it take to receive information requested?
 - *Previously reviewed files normally can be made available within a few days because private information has already been removed*
 - *An existing RSL normally should not take longer than a few days to review*
 - *Most files normally should be available within two weeks. The more information in the file, the longer it will take to review.*
- What can I do to assist the file review?
 - *Be as specific as you can be about the information you are requesting (e.g. “radon readings in the basement” or “test results reflecting conditions during the period I was living there from 1980 to 1996”).*



Summary

- Guideline will facilitate public access to radiological property file information
- Personal information will be protected through the federal *Privacy Act*
- Owners will be notified and information shared when requests are received from non-owners
- Information on the property file access guideline is available from both the PHAI MO and the LLRWMO





Questions?

Thank you for your time

