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Application Guide and Form

Atomic Workers Recognition Program



Canada 

Application Guide and Form

Atomic Workers Recognition Program

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Part A – Application Guide

Background

Announced by the Honourable Jonathan Wilkinson, Minister of Natural Resources, on March 31, 2022, the Atomic Workers Recognition Program recognizes the service of Atomic Energy of Canada Limited (AECL) workers and others contracted by AECL during two major clean-up and decontamination efforts in the 1950s. The Program:

- ensures that the exceptional service of Atomic Workers employed by or contracted by AECL who participated in the 1952–1953 or 1958 clean-up and decontamination of research reactor accidents in Chalk River, Ontario, are properly acknowledged; and
- administers a financial award (*ex gratia* payment) to recognize the Atomic Workers who participated in one or both of these decontamination efforts.

Effective March 31, 2022, eligible Atomic Workers, or other eligible individuals in the case where the worker is deceased, may apply for a one-time tax-free payment of \$28,500 to recognize this act of exceptional service. **All applications must be received no later than March 31, 2023.**

IMPORTANT NOTES

You should review this entire guide before you start to fill out the form or prepare documents. If you are filling out the form by hand, please use block letters.

This is not a legal document. The explanations and definitions are not legal definitions. In the case of a discrepancy between the language in this document and the Order published in the Canada Gazette (<https://www.gazette.gc.ca/rp-pr/p2/2022/2022-02-16/pdf/g2-15604.pdf>), the text used in that document will prevail.

The Government of Canada is of the view that it has no legal liability arising out of these nuclear decontamination events. Payments under this Program are therefore not an admission of liability, nor are they intended as a settlement of any claims that applicants or their representatives may have.

Please note that if it comes to the attention of Natural Resources Canada that a payment was made not in accordance with the program guidelines, Natural Resources Canada may seek repayment of the funds and if the funds are not repaid, additional measures may be taken.



Definitions

Atomic Worker: means a full-time, part-time, seasonal or casual **employee of AECL**; an individual engaged **as a contractor** by AECL or engaged as **a subcontractor of the contractor** who **actively participated** in on-site clean-up or decontamination activities related to the 1952 or 1958 reactor clean-ups.

Order: means the Order in Council entitled the Order Respecting Ex Gratia Payments to Workers Involved in Chalk River Nuclear Decontamination.

Primary Beneficiary or primary beneficiaries of a will: if the worker died testate and the distribution of the estate or the liquidation of the succession of the worker has been completed, the natural person who is entitled under the will to the residue of the estate or succession and who was alive at the date the Order was made or, if there are two or more such persons, to those persons on a pro rata basis of their share of the residue.

Primary caregiver or caregivers: if the worker died intestate, the adult who was ordinarily living with the worker at the time of the worker's death and was primarily responsible for providing care to the worker without remuneration and who was alive at the date the Order was made, or if there are two or more such adults, to those adults on a pro rata basis.

Eligibility Criteria

To be eligible to apply, Atomic Workers must have actively participated in one of the two clean-ups:

- a) the National Research Experimental (NRX) research reactor during the period beginning on December 12, 1952, and ending on December 31, 1953; or
- b) the National Research Universal (NRU) research reactor during the period beginning on May 23, 1958, and ending on December 31, 1958.

If the Atomic Worker is deceased at the time when the application is made, consideration will be given to providing the *ex gratia* payment to a) the worker's estate where a will exists and the distribution of the estate is not complete, to b) the primary beneficiary or primary beneficiaries of the will where the distribution of the estate has been completed, or to c) the primary caregiver or primary caregivers in the case where the Atomic Worker died without a will.

Ineligibility

Anyone who was eligible for an *ex gratia* payment under the Department of National Defence's Atomic Veterans Recognition Program (as a veteran or as a Department of National Defence civilian science and technology worker under section 2 of the *Order Respecting Ex Gratia Payments to Veterans and Science and Technology Workers Involved in Nuclear Weapons Testing or Nuclear Decontamination*) **is not eligible for a payment from the Atomic Workers Recognition Program**, whether or not the person made an application to the Department of National Defence's Atomic Veterans Recognition Program.



How to Apply

All applicants must complete Sections A and B, and read Section D. If the applicant is an eligible Atomic Worker, or is making an application under a Power of Attorney, they need to provide their signature in Section E. If the Atomic Worker is deceased and a will exists, Section C must be completed and a signature must be provided in Section E. If no will exists and the applicant meets the definition of a primary caregiver, they need to complete Section F, which includes a place for the signature.

- **Section A: Details and Employment Information of the Atomic Worker (AECL Employee/Contractor)**
- **Section B: Contact Information for All Applicants**
- **Section C: Atomic Worker is Deceased and a Will Exists**
- **Section D: Privacy Notice Statement**
- **Section E: Signatures (of Atomic Workers and Powers of Attorney, and for Estates with a Will)**
- **Section F: Primary Caregiver Application**

Eligible applicants should provide as much detail as possible about the Atomic Worker's record of employment and the dates during which they participated in the clean-up. Details marked as mandatory in the form **must** be included in order for the application to be assessed. These details will be reviewed against the AECL personnel files in order to determine eligibility.

Please note that documents will not be returned. Therefore, please provide a traditional certified copy or copies, as appropriate, of the Power of Attorney and medical certificate, proof of legal appointment as estate representative, wills or any other important documents (e.g., marriage license). For additional information on what is a "traditional certified copy", please refer to the Supplementary Information section of this guide (page 7).

Program Contact Information

Please contact us if you have any questions, or to request an application package, which includes a postage-paid return envelope. You can reach us in the following ways:

- By phone at 1-833-712-2312 (toll free)
- By e-mail at
Atomicworkersrecognition-Reconnaissance-travailleurs-atomiques@nrcan-rncan.gc.ca
- In writing to:
Attention: Atomic Workers Recognition Program Office
Natural Resources Canada
580 Booth Street, 17th Floor
Ottawa, ON K1A 0E4

Please note that all applications must be submitted by mail.



Section A: Details and Employment Information of the Atomic Worker (AECL Employee/Contractor)

Section A requests identifying information for the Atomic Worker. If the Atomic Worker is deceased and had a will, then the executor of the Estate or the primary beneficiary (or primary beneficiaries) of the estate should complete Section A. Finally, if the Atomic Worker is deceased and passed without a will, the primary caregiver(s) of the Atomic Worker should complete Section A.

Section A includes:

- Given name, middle initial(s), and surname
- Date of birth
- Place of birth
- Employer during the period of relevant service (or company contracted, if relevant)
- Employee number
- Start date of employment
- End date of employment

Section B: Contact Information for All Applicants

This section is to be completed by everyone making application so that the Atomic Workers Recognition Program Office can contact you. If you are an Atomic Worker, once you have completed this section, you need only read Section D and provide a signature in Section E. (Sections C and F are not applicable).

If the application is being completed on behalf of an Atomic Worker who is incapable of administering their affairs, the designated person pursuant to a valid Power of Attorney must complete Section B on behalf of the Atomic Worker and must provide their signature as Power of Attorney in Section E. A copy of the "Power of Attorney" must be provided along with a medical certificate stating that the Atomic Worker is incapable of administering their affairs.

If the applicant is an executor where the distribution of an estate has not been completed, or the primary beneficiary of a will where distribution has been completed, the executor or primary beneficiary, as appropriate, must complete Sections B and C, and provide one or more signatures in Section E.

Finally, if the Atomic Worker died without a will, and the applicant meets the definition of a primary caregiver, the applicant needs to complete Sections A, B and F.

Section B includes:

- Name of applicant (if you are not the Atomic Worker)
- Contact information
 - Address (street address, city, province, postal code)
 - Primary and alternate phone numbers
 - E-mail address



Section C: The Atomic Worker is Deceased and a Will Exists

This section is to be completed only if the Atomic Worker named in Section A is deceased on the date when the Application Form is completed and if a will exists. A copy of the death certificate needs to be provided with the application. The two cases in which individuals may apply on behalf of a deceased Atomic Worker are outlined below:

1. If the Atomic Worker died **with a will**, and the **distribution of the estate has not been completed**, the **executor of the estate** or administrator of the estate or liquidator of the succession of the deceased Atomic Worker may apply for the *ex gratia* payment on behalf of the estate and must complete Section C.

Proof: The executor of the estate must provide to the Atomic Workers Recognition Program Office proof of legal appointment as the estate representative.

2. If the Atomic Worker died **with a will**, and the **distribution of the estate has been completed**, the **primary beneficiary or primary beneficiaries of the estate** of the deceased Atomic Worker who was alive at the date the Order was made may apply for the *ex gratia* payment and must complete Section C.

Proof: The applicant must provide to the Atomic Workers Recognition Program Office proof that they are a primary beneficiary of the Atomic Worker's estate by submitting a copy of the will.

Please note:

In cases where a will has been lost or misplaced, there are steps that may be taken to recover the will. Some provinces have a registry for wills. Older wills may be on file with provincial government archives. In some cases, the lawyer or law firm that prepared the will may have a copy.

Section C includes:

- the Atomic Worker's date and place of death.

Section D: Privacy Notice Statement

Before you provide us with your personal information, please take a few moments to review the privacy notice statement.

Section E: Signatures (of Atomic Workers and Powers of Attorney, and for Estates with a Will)

A signature is needed. It indicates that you wish to make an application to the program and that the information you have provided is correct.



Section F: Primary Caregiver Application

This section is to be completed if the Atomic Worker is deceased **and a will does not exist, and where the applicant(s) meets (meet) the definition** of a primary caregiver or primary caregivers.

The applicant will need to sign indicating that (a) no will can be found, and (b) they meet the criteria for primary caregivers as outlined in the program. They will also need to provide documentation to substantiate the claim that they were a primary caregiver. The type of documents that would help establish this status are indicated in Section F.

Please note:

In cases where it is not clear whether a will exists, there are steps that may be taken to recover it. Some provinces have a registry for wills. Older wills may be on file with provincial government archives. In some cases, the lawyer or law firm that prepared the will may have a copy.

Supplementary Information

How Payment Will Be Made

When an application is approved, Natural Resources Canada will communicate with the applicants regarding payment. Banking information must be provided to Natural Resources Canada so that a direct deposit can be made.

Traditional certified copy

A traditional certified copy is a normal photocopy of the original document that has been certified by a professional. This avoids you needing to submit original documents. **NOTE: The Atomic Workers Recognition Program will not accept applications which include original documents. The photocopy must be readable, and it must be certified by a professional.**

There is a long list of occupations that can certify that a document is a true photocopy, including the following:

- **accountants**
- **chiefs of First Nations band**
- **commissioner for oaths**
- **funeral director**
- **justice of the peace**
- **lawyer**
- **magistrate**
- **notary**
- **manager of a financial institution**
- **medical and health practitioner: chiropractor, dentist, doctor, naturopathic doctor, nurse practitioner, ophthalmologist, optometrist, pharmacist, psychologist, a registered nurse**
- **member of parliament or their staff**



- member of a provincial legislature or their staff
- minister of religion
- municipal clerk
- an official of a federal or provincial government department, or one of its agencies
- professional engineer
- police officer
- social worker
- Teacher
- university professor

Please note that you cannot certify photocopies of your own documents. Also, you cannot ask your relative to do it for you.

The person you ask to certify the copy of the original must:

- Compare the original document to the provided photocopy
- Note their official position, provide their signature, and print their name
- Note the date they certified the photocopies
- Provide contact details
- Include this statement: **This photocopy is a true copy of the original document which has not been altered in any way.**

Part B – Application Form

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Section A: Details and Employment Information of the Atomic Worker (AECL Employee/Contractor)

[If you are filling out the form by hand, please use block letters.]

Given Name* _____ Middle Initial(s)* _____

Surname* _____

Date of Birth* _____
DD/MM/YYYY

Place of Birth* _____
City, Province, Country

Employer During the Clean-up(s)* _____

Employee Number _____

Start Date of Employment _____
DD/MM/YYYY

End Date of Employment _____
DD/MM/YYYY

Please note that an asterisk (*) denotes a mandatory field in the form.



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Section B: Contact Information for all Applicants

[If you are filling out the form by hand, please use block letters.]

Name of the Atomic Worker: _____

- I am:
- a. An Atomic Worker making an application on my own behalf
 - b. An applicant making an application on behalf of an Atomic Worker under a Power of Attorney (a copy of the Power of Attorney is enclosed)
 - c. The executor of an Atomic Worker's estate (a death certificate and proof of legal appointment are enclosed)
 - d. The primary beneficiary(ies) of an Atomic Worker's estate as named in the Atomic Worker's will (a death certificate and a copy of the will are enclosed)
 - e. The primary caregiver(s) of an Atomic Worker who died without leaving a valid will (intestate). (A death certificate is enclosed, and a Primary Caregiver Application (Section F) has been completed and submitted with the required additional documentation, as explained in Section F)

Please provide sufficient information so that we can easily contact you.

Information about the applicant if you are not the Atomic Worker

(Please note that an asterisk (*) denotes a mandatory field in the form.)

Given Name* _____ Middle Initial(s)* _____

Surname* _____

CURRENT ADDRESS (All Applicants)*

Street Address

City Province Postal Code

Telephone Numbers

Primary (Day-Time) Number Alternate Number

E-Mail Address



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Section C: The Atomic Worker is Deceased and a Will Exists

[If you are filling out the form by hand, please use block letters.]

Name of the Atomic Worker: _____

If the Atomic Worker is deceased, the fields below are to be completed either by:

1. the executor of the Atomic Worker's estate where a will exists but distribution of the estate is not complete; or
2. the primary beneficiary or primary beneficiaries of the Atomic Worker's estate where distribution of the estate has been completed.

IMPORTANT:

Sections A and B **MUST** be completed.

A copy of the death certificate must be provided with this application. Copies of additional documents may be required. See below or Part A – Application Guide for complete instructions.

- The executor of an Atomic Worker's estate that is still open **MUST** provide to the Atomic Workers Recognition Program Office proof of legal appointment as the estate representative.
- Where the estate has been fully dispersed, the primary beneficiary(ies) of an estate **MUST** provide a copy of the Atomic Worker's will.

Atomic Worker's Date of Death _____
DD/MM/YYYY

Place of Death _____



Section D: Privacy Notice Statement

Before you provide us with your personal information, please take a few moments to review the following privacy statement.

Natural Resources Canada is committed to protecting the privacy rights of individuals and safeguarding the personal information under its control.

The application for the Atomic Workers Recognition Program requires that you provide Natural Resources Canada with personal information, including your contact information, address and proof of residence. Failure to provide this information may result in your request not being processed.

This information will be shared only with Atomic Energy of Canada Limited, a Crown corporation that is in the Minister of Natural Resources' portfolio, with your consent and in accordance with Natural Resources Canada's policies on the collection and use of personal information. **The collection, use, disclosure and retention of personal information by Natural Resources Canada will be done for the purpose of distributing a one-time *ex gratia* payment** and under the authority of the [PSU931](#), and will be handled in accordance with the *Privacy Act*.

You have the right to request the correction of, access to, and protection of your personal information under the [Privacy Act](#), and to file a complaint with the Privacy Commissioner of Canada over Natural Resources Canada's handling of your information.



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**Section E: Signatures (of Atomic Workers and Powers of Attorney,
and for Estates with a Will)**

.....

[If you are filling out the form by hand, please use block letters.]

Name of the Atomic Worker: _____

| | |
|--|---|
| <p>X</p> <p>_____</p> <p>Signature of Applicant</p> | <p>_____</p> <p>Date of Application (DD/MM/YYYY)</p> |
|--|---|

(Applicants who are applying as primary caregivers must complete Section F and provide a signature in that section and not here.)



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Section F: Primary Caregiver Application
.....**[If you are filling out the form by hand, please use block letters.]**

Name of the Atomic Worker: _____

Please note: This section is applicable only if the Atomic Worker died without a will. It should be noted that if a will exists this section will not be considered.

Important: A copy of the Atomic Worker's death certificate must be provided with this application. Complete the fields below as well as Parts 1, 2 and 3 that follow. Additional documents may be required. See below or Part A – Application Guide for complete instructions.

Definition of a primary caregiver for this program: the adult who was ordinarily living with the Atomic Worker at the time of their death and who was primarily responsible for providing care to the Atomic Worker without remuneration.

Ineligibility to be a primary caregiver: Healthcare workers, housekeepers and other individuals paid to provide services to Atomic Workers are not primary caregivers within the meaning of this program, and thus are not eligible to receive the *ex gratia* payment.

Atomic Worker's Date of Death _____
DD/MM/YYYY

Place of Death _____

PART 1

My (Our) relationship to the Atomic Worker was _____.

PART 2: Regarding the existence of a will and the primary caregiver definitiona) I (or we) have undertaken a search for a will for _____.
(insert name of Atomic Worker)

I/We attest that, to the best of our knowledge, no will exists.

b) I was the primary caregiver as defined above for _____.
(insert name of Atomic Worker)**I/We attest that both of the above statements are correct.**Single Primary Caregiver X _____
Signature of Applicant Date (DD/MM/YYYY)Second Primary Caregiver X _____
Signature of Applicant Date (DD/MM/YYYY)

**Protected B when completed****Name of the Atomic Worker:** _____**PART 3**

Applicants will need to provide documentation to substantiate that they were the primary caregiver(s)—the adult who was ordinarily living with the worker at the time of the worker’s death and was primarily responsible for providing care to the worker without remuneration and who was alive at the date the Order Respecting Ex Gratia Payments to Workers Involved in Chalk River Nuclear Decontamination was made. If there are two or more such adults, each will need to substantiate their relationship and to indicate that they were a caregiver.

The following documents would assist in establishing that one was a caregiver (please provide at least two of the following options).

Proof of joint ownership of residential property.

Rental agreement showing both you and the Atomic Worker as occupants of a rental property.

Proof of joint utility accounts (e.g., electricity, gas, telephone, Internet), joint credit card accounts, or joint bank accounts.

Vehicle insurance documents showing that both you and the Atomic Worker were declared to the insurance company as residents of the insured’s address.

Copies of government-issued documents for you and the Atomic Worker showing the same address (e.g., driver’s licenses).

Other documents issued to you or the Atomic Worker showing the same address, whether the accounts are held jointly or not (e.g., cell phone bills, pay stubs, tax forms, bank or credit card statements, insurance policies).

If you were unable to check at least two (2) of the boxes above, please contact the Atomic Workers Recognition Program Office to discuss your situation.

Please note that every effort should be made to provide documents to substantiate that you were a primary caregiver.

Atomic Workers Recognition Program Application Checklist

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Name of the Atomic Worker: _____

Please complete this page and place it on top of your application.

The checklist below will assist the Atomic Workers Recognition Program Office in processing your application. It also summarizes the part of the application form and the documents required for each type of application.

CHECK ONLY ONE

I am an Atomic Worker and have completed Sections A, B and E, and have read Section D.

I have applied on behalf of an Atomic Worker under a Power of Attorney, and have completed Sections A, B and E, and have read Section D. I have **included a copy of the Power of Attorney as well as a medical certificate.**

I am the executor (s) of an Atomic Worker's estate for which distribution has not been completed. I have completed Sections A, B, C and E, and have read Section D. **A death certificate and a copy of proof of legal appointment as executor are included.**

I am the primary beneficiary (or We are the primary beneficiaries) of an Atomic Worker's estate for which distribution has been completed. I have completed Sections A, B, C and E, and have read Section D. **A death certificate and a copy of the Atomic Worker's will are included.**

I am the primary caregiver (or We are the primary caregivers) of an Atomic Worker for which no will exists. I have completed Sections A, B and F, and have read Section D. **A death certificate and copies of documents to establish that I am a primary caregiver are included.**