

PICKERING NUCLEAR COMMUNITY ADVISORY COUNCIL

Mission: maintain a solid working relationship between Pickering Nuclear and its neighbours through the exchange of viewpoints on topics of mutual interest

TERMS OF REFERENCE

Background

The CAC traces its history back to the Community Working Group (CWG), which Pickering Nuclear Generating Station (PN) established in 1998 to open up dialogue regarding strong concerns in the community at that time about station operations. The CWG was seen as credibly representing the community. Pickering Nuclear said that, if the group would identify issues of concern to the community, the station would address them. The group met over a period of five months and ultimately identified 160 issues, on which it sought information as to how these issues are managed at the site. Pickering Nuclear accepted that it needed to respond to this list of questions and concerns. From that point on there was a change for the better in the station's relationship with the community.

In 1999, with the CWG's work completed, Pickering Nuclear initiated a broader, more proactive community consultation and communication program. The core component of the program was the formation of a Community Advisory Council (CAC). The Council is made up of citizens, representatives of non-government organizations and members of local government staff who examine a wide range of issues associated with the station. Among these are ongoing aspects of the 160 Environmental Issues, originally identified by the CWG and deemed by the Council to have been satisfactorily addressed or as being satisfactorily managed.

This document sets out the scope of work and administrative procedures for the Community Advisory Council. It will be discussed and revised from time to time by the Council and Pickering Nuclear.

1.0 CAC Purpose and Activities

The Community Advisory Council assists Pickering Nuclear Generating Station (PN) in identifying and responding effectively to the concerns of the community. The Council:

- Identifies community issues and concerns
- Provides advice to PN on community expectations in all areas of interest or concern to the community as well as topics raised by PN
- Defines the actions members believe will be required to continuously improve operations at the site and promote the well-being of the community
- Provides advice on PN communications activities and performance reports to the community on the environmental, economic and social effects of the operation of the plant on the surrounding communities

- Monitors programs at the station which have an impact on the surrounding communities.
- Provides input into environmental assessments related to Ontario Power Generation and Durham Region, e.g. on refurbishment of nuclear reactors or the possibility of new build
- Participates in tours of relevant OPG or other sites
- Identifies target outreach groups
- Provides advice in identifying and implementing community outreach activities
- From time to time, produces a report to the community on CAC activities
- Maintains a brochure on the CAC as an information and recruiting tool, updating it as required
- Works with other organizations and consultation mechanisms related to the nuclear industry in the Region, in a manner that maximizes information sharing and minimizes duplication

Council advice focuses on, but is not limited to, the following topics:

- The effects of Pickering Nuclear operations on the environmental, health, safety, social and economic interests of the community
- Government plans for Ontario's future energy mix and security of supply as they apply to the area
- Waste management activities on and off site that relate to Pickering Nuclear, including the work of the Nuclear Waste Management Organization (NWMO)
- New technologies and trends in nuclear power or other forms of power that may involve the Pickering site.

2.0 CAC Composition

To ensure that the Council is representative of community opinion, membership will be as broad as possible, within the limits set by Council effectiveness. Membership will include individuals (who may or may not be members of community organizations) as well as representatives of specific community organizations and staff members from local governments. Members will be sought primarily from Durham Region, and will also include participation from Toronto East and those using the Pickering area as a commuter route.

In recruiting members representing specific organizations, the facilitator will determine which individual (and alternative) will represent the organization; this decision will be made in consultation with the organization, the CAC and PN management. Representatives of particular organizations will be expected to communicate the concerns of their constituencies at CAC meetings and share CAC feedback with their constituencies.

Citizens at large will be persons who have demonstrated an interest in community affairs and the role of Pickering Nuclear in the community. The CAC, PN management or the facilitator may recommend citizens at large for membership on the Council. As well, citizens may recommend themselves. The facilitator will recruit citizens at large in consultation with the CAC and PN management.

Every effort will be made to ensure that the Council as a whole reflects the demographic and ethnic diversity and range of stakeholder interests in Durham Region.

While it is unlikely that all relevant constituencies will be represented on the Council at any one time, it is anticipated that, over time, all of these constituencies will play a role in Council discussions.

Constituencies

Citizens at Large

- Residents of Durham Region and Toronto East
- Business
- Labour Movement*
- Education
- Post-secondary Education (UOIT/Durham College)
- Health
- Youth or post-secondary student
- Women in Nuclear (or Women in Engineering)*
- Faith Community (ecumenical focus)
- Commuter corridor user

Appointed Representatives

- City of Pickering
- Town of Ajax
- Durham Region
- Toronto and Region Conservation Authority
- Pickering East Shore Community Association
- West Rouge Community Association
- Ajax-Pickering Board of Trade
- Pickering Naturalists
- Boating community

*Not an employee or retiree of OPG

3.0 Role of Members of Council

All members of the Council will be equals. Members will be expected to participate vigorously in debates to ensure that their position or the position of the organization they represent is understood. At the same time, however, members will show respect to each other, whether or not they agree. Members will work toward providing constructive, actionable advice to Pickering Nuclear.

In order to ensure that the CAC reflects a broad range of community interests, members or alternates are expected to attend all meetings. If the repeated absence of a member is felt to be limiting the ability of the CAC to carry out its work effectively, the facilitator may ask the member to withdraw or take a leave of absence.

At the end of each meeting, members will review the meeting and note any opportunities for process improvements. As well, the CAC will annually conduct evaluations of the consultation process to ensure that the CAC is operating as effectively as possible.

4.0 Role of Pickering Nuclear

Pickering Nuclear will:

- Provide information on agenda topics in a timely manner so the Council can assist PN to develop an appropriate course of action
- Provide operating and scientific expertise from internal resources to support the work of the Council; Pickering Nuclear will endeavour to provide independent professional resources to support the work of the Council when that expertise is required.
- Arrange for resource persons from the Ministry of Energy, Ontario Power Authority or other relevant agencies to attend meetings to address CAC questions when OPG is not the logical organization to respond
- Participate in discussions with a view to developing solutions and actions to meet the objectives of the company and the community
- Use the Council as a sounding board with respect to the tone, objectivity and content of communications
- Provide feedback to the Council on decisions taken and on progress of programs

5.0 Recommendations and Reporting Relationships

5.1 Reporting to Pickering Nuclear

The CAC will submit advice and recommendations to the Pickering Nuclear Site Senior Vice Presidents. There is a preference for face-to-face communications between the Council and representatives of senior PN management concerning advice and feedback. Both recommendations from the CAC and responses from PN management will be documented in the minutes. In cases where PN has decided not to follow Council recommendations, the reasons for this decision will be explained to the Council.

The facilitator is responsible for recruitment of new members under the direction of the CAC and PN management.

5.2 Relationship of the CAC to the Broader Public

The work of the CAC will be of interest to the public and many different stakeholder groups. CAC meetings will be advertised and will be open to the public. Members of the public who want to attend meetings should arrange with the facilitator in advance (jvincett@pdalternatives.com, Tel: 416-961-4006); at the meeting they will be invited to make comments during a specified period on the agenda.

Once approved by the members, Council minutes will be posted on the OPG public web site (www.opg.com/ops/pickcac/N_PickCommAdv.asp).

Outside meetings, members are free to comment on Ontario Power Generation and Pickering Nuclear, but do so as individuals. Public comments attributed to the CAC must be approved by the members in advance.

From time to time, the CAC will produce a report to the community on CAC activities.

5.3 Relationship to Existing Consultation Mechanisms

The CAC recognizes that there are other organizations and consultation mechanisms in place related to the nuclear industry in the Region. New initiatives sometimes create new mechanisms for consultation. The CAC will work with such initiatives in a manner that maximizes information sharing and minimizes duplication.

6.0 Conduct of Meetings

6.1 Frequency

CAC members can expect to meet 10 times a year. Taking the months of July and August off, the Council meets on the third Tuesday of each month at the PNGS Information Centre (unless otherwise arranged).

6.2 Facilitation

A contractor will provide facilitation services to the CAC, with the support of administrative personnel provided by Pickering Nuclear. The facilitator will serve the interests of both the members of the Council and Pickering Nuclear, without bias.

The facilitator will:

- coordinate arrangements for meetings with designated Pickering Nuclear staff
- prepare agendas for all meetings of the CAC and committees in discussion with CAC members and Pickering Nuclear
- facilitate all meetings of the CAC and subcommittees
- maintain contact with members and with Pickering Nuclear to ensure that the process is meeting expectations
- assist technical presenters to make presentation materials understandable, free of industry jargon and responsive to the needs of the members
- ensure that minutes of meetings are kept, approved by members and distributed on time
- prepare reports under the direction of the CAC and its subcommittees
- work with the CAC to maintain a work plan
- work with the CAC Agenda Advisory Committee (AAC) to ensure the effective development of agendas for CAC meetings (This committee will involve PN Public Affairs and Environmental managers on a regular basis, and the Manager of Waste Management when agenda planning requires input on that topic.)

The CAC will review the effectiveness of the facilitation team on an annual basis. It is the Council's role to make recommendations concerning the facilitation team and PN's role to make hiring decisions.

6.3 Minutes

The facilitator will provide a person who will record the discussion. The minutes will reflect all views expressed by members, including minority positions. The minutes will not attribute comments to a particular person or group unless specifically requested to do so by the person or group. From time to time, members may speak to an official position

of their organization, in which case that fact will be noted. Minutes will summarize discussions and will report on the range of opinions offered by members.

Draft minutes from each meeting will be circulated to all members at the same time and be received at least five days before the next meeting. Members are expected to review the minutes in advance and comment on them at the next meeting.

As noted in Section 4.1, CAC minutes will be posted on the OPG public web site (www.opg.com/ops/pickcac/N_PickCommAdv.asp).

6.4 Subcommittees

The CAC may establish subcommittees to progress their work. Subcommittees appointed to address specific issues will be composed of some members of the CAC but may, with the approval of the CAC, add outside members with specific skills in the area being addressed.

Upon reaching a draft report or recommendation, each committee shall submit the same to the full CAC for review and comment either at a full meeting of the CAC or by feedback between meetings. Subcommittees will not make recommendations to Pickering Nuclear. Any final report or recommendation will be submitted to PN by the CAC.

7.0 Confidentiality

Pickering Nuclear may designate specific information as confidential. In doing so, the company will also specify the audiences who can receive the information and the period for which the information will be confidential. Members will then decide whether they will receive the information or withdraw. If they elect to stay, they will respect the confidential designation for the specified period. Meetings will be in camera for the presentation and discussion of confidential information.

8.0 Conflict of Interest

CAC members will identify issues with which they may have a conflict of interest. The CAC will then determine if the conflict is such that the member should be excused from the discussion. The CAC may take any further actions deemed to be necessary to address a situation determined to be a conflict of interest.

Pickering Nuclear will provide to the CAC on an annual basis a list of community organizations it supports.

9.0 Expense Reimbursement

CAC membership is voluntary; members will not be reimbursed for time spent working on CAC activities. However, Pickering Nuclear will reimburse reasonable travel and out of pocket expenses incurred as a result of attending meetings of the CAC. These expenses will be paid in accordance with OPG reimbursement guidelines.

March 15, 2011

APPENDIX

CAC Terms of Reference Guidelines

- Produce a Report to the Community on CAC activities (1.0).
Facilitator to work with the CAC to determine useful timing for the production of the next Report to the Community. Factors influencing the production of a new report would be: a perceived need; and a change in circumstances that have made the previous report outdated. CAC will review final product.
- Maintain a brochure on the CAC as an information and recruiting tool (to be updated as required) (1.0).
Facilitator will work with Pickering Nuclear Public Affairs on the production of a suitable information sharing document. Content to be reviewed annually to ensure it is current. CAC to review final product. It may be that the Report to the Community will serve this function.
- Recruitment of new members (2.0).
Facilitator responsible for recruitment of new members under the direction of the CAC and the CAC Agenda Advisory Committee.
- Review each meeting at its conclusion (3.0).
Facilitator will ask evaluation question at the end of each meeting.
- Conduct an annual evaluation of the consultation process to ensure that the CAC is operating as effectively as possible (3.0).
Facilitator will produce a questionnaire to be distributed in advance of the December meeting in hard copy and in electronic format to identify areas for improvement.
- Advertise forthcoming CAC meetings (5.2).
Meeting recorder works with OPG webmaster to ensure that agenda is posted on the OPG/PNGS website. Posting to be concurrent with mailing of agendas to CAC members. A link with the municipal websites will be created.
- As required, work with other organizations and consultation mechanisms in place related to the nuclear industry in Durham Region (5.3).
Meeting recorder reviews minutes of the DNHC and any other groups deemed pertinent to the process as a first step in co-ordination. CAC members are encouraged to flag any similar opportunities. Facilitator raises any matters considered to be important at the CAC Agenda Advisory Committee and at the CAC for direction.

- Review the effectiveness of the facilitation team on an annual basis (6.2).
Facilitator will produce a questionnaire to be distributed in advance of the December meeting in hard copy and in electronic format to identify areas for improvement.
- Preparation of minutes of the CAC meetings (6.3)
Meeting recorder prepares draft minutes that are sent to speakers, CAC Agenda Advisory Committee members and CAC members. Minutes are approved at the next meeting and, once approved, the meeting recorder works with OPG webmaster to ensure they are posted on the OPG/PNGS website. Posting to be effective within seven days from the meeting at which approval is received.
- CAC members will identify issues with which they may have a conflict of interest (8.0).
CAC members are responsible for raising matters which they may feel could be a conflict of interest or perceived by others as conflicts at the time the issue occurs. To initiate this process, the member should contact the facilitator in the case of a perceived conflict of interest. The matter will be brought to the CAC for disclosure and discussion.

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