

Ignace Community Liaison Committee
Wednesday February 22, 2012
at 2:00 p.m. at the Ignace Public Library Multi Purpose Room.
A G E N D A

- 1. Call to Order.**
- 2. Adopt Agenda.**
- 3. Declaration of Conflict of Interest**
- 4. Review and Approve Minutes of Previous Meeting**
- 5. Business Arising out of the Minutes**
- 6. Old Business**
- 7. New Business**
 - a) Terms of Reference
 - b) Budget
 - c) Support Staff
 - d) Balanced and Logical Approach
 - e) Committee Name
- 8. Correspondence**
- 9. Reports of Committees**
- 10. Adjournment**

IGNACE COMMUNITY LIAISON COMMITTEE

Terms of Reference

1. Mandate

- 1.1. The Ignace Community Liaison Committee (CLC) is a Committee of Council, and its mandate is to facilitate community engagement and assist with activities and events related to the Site Selection Process being conducted by the Nuclear Waste Management Organization (NWMO).

2. Address

- 2.1. The mailing address of the EDC shall be P.O. Box 248, Ignace, ON P0T 1T0

3. Meeting Location

- 3.1. Generally, meetings will be held at the Naumann Office Building (?), Ignace, Ontario, unless otherwise specified by the Chair in the notice of meeting.

4. Membership

- 4.1. The CLC will be composed of a minimum of three (3) and a maximum of seven (7) voting members who are residents of Ignace, or property owners in Ignace with two (2) appointed representatives of Council. The Township of Ignace Administrator Treasurer will attend as a non-voting member.
- 4.2. The term of membership on the CLC shall be renewable four-year terms to coincide with the term of Council.
- 4.3. In January of each year, the CLC shall select from among its members a Chair in the form of a Chairperson, or Co-Chairs as the CLC sees fit.
- 4.4. If a member misses three consecutive meetings, or six meetings in 12 months, the EDC, at its discretion will consider removing the member.
- 4.5. Vacancies will be filled by advertising in the community. New members will be appointed by Council.

5. Responsibilities of the Chair

- 5.1. Presides at meetings, maintains order and keeps the meeting moving.
- 5.2. Approves the agenda and adheres to it by accepting only discussion on the topic from the floor.
- 5.3. Starts and adjourns meetings on time.
- 5.4. Knows the rules of meeting procedure.
- 5.5. Is aware of the priority of business items and schedules them appropriately.
- 5.6. Is prepared to represent the CLC.
- 5.7. Delegates responsibility and authority.
- 5.8. Reports to Council in writing on an as needed basis or as required .

6. Responsibilities of Members

- 6.1. Be on time for meetings.
- 6.2. Attend regularly to keep aware of the current business.
- 6.3. Read and approve Minutes.
- 6.4. Become familiar with meeting procedures and follow the rules.
- 6.5. Seek ways to move discussion along, e.g., avoid repeating opinions and examples already given.
- 6.6. Understand each motion before voting on it.
- 6.7. Make every attempt to be positive in his/her participation.
- 6.8. Be willing to volunteer.

7. Meetings

- 7.1. Notice of Meetings shall be given to the members.
- 7.2. Special meetings may be called by the Chair when the Chair deems it in the best interest of the CLC. Notice of the meetings shall be given to the members 48 hours prior to the meeting. The notice of meeting shall state the purpose of the meeting, and the business to be transacted at the meeting. No other business but that specified in the notice may be transacted at the special meeting. Participation at the meeting may be by telephone.
- 7.3. Meeting Packages shall be distributed five days prior to the meeting.

8. Quorum

- 8.1. A quorum shall consist of an absolute majority of the voting membership.

9. Order of Business

- 9.1. Call to Order
- 9.2. Adopt Agenda
- 9.3. Declaration of Conflict of Interest
- 9.4. Review and Approve Minutes of Previous Meeting
- 9.5. Business Arising out of the Minutes

- 9.6. Old Business
- 9.7. Correspondence
- 9.8. Reports of Committees
- 9.9. New Business
- 9.10. Adjournment

10. Voting

- 10.1. Generally, decisions will be made by motion and voted upon by membership present.

11. Sub-Committees

- 11.1. The CLC may appoint sub-committees as it deems necessary to carry out the mandate of the committee. The CLC shall clearly define the purpose, the term, and the budget for the sub-committee.

12. Rules of Procedure

- 12.1. Robert's Rules of Order will be used as a guide when matters of procedure are called into question.

13. Report to Council

- 14.1 Recommendations to Council shall be made by the Committee for consideration and possible action by Council through a Recommendation Form.

15. Amendments to Terms of Reference

- 15.1 These Terms of Reference may be altered, amended, repealed, or added to by approval of not less than 75% of the current CLC members and submitted to Council for approval.
- 15.2 That these Terms of Reference be reviewed annually at the March meeting.

Community Liaison Group Framework

	<h2 style="text-align: center;">Community Liaison Group Framework</h2>
Purpose and objectives	<p>To provide a mechanism for the sharing of information between:</p> <ul style="list-style-type: none"> • the community and the local accountable authority; and, • the community and the NWMO. <p>Specific objectives:</p> <ol style="list-style-type: none"> 1. Assist in building the community's understanding about the APM siting process. 2. Integrate local perspectives and provide a community voice to the accountable authority on decision making matters related to the APM site selection process. 3. Provide a community and stakeholder perspective on the hiring of facilitators, technical experts and/or third party reviewers. 4. Follow scientific research performed by others and request and advocate for additional studies if required. 5. In later steps in the siting process, work with transportation route, regional liaison groups and possibly CLG's in other communities, pursuing issues of mutual interest. 6. Transmit to future generation the means, procedures and know-how needed for long-term active participation in the APM process.
Member selection	<ul style="list-style-type: none"> • Demonstrated commitment to community involvement • Willing to learn about the issue • Participate in a variety of community networks – community opinion leaders • Experience with related issues • Skill sets that will help the functioning of the group (e.g. facilitation experience; substantive expertise with relevant subject areas such as economic development)
Operating principles	<ul style="list-style-type: none"> • Encourage open and respectful expression of perspectives in meetings. • Members will share their views openly with others in a way that reflects their understanding of the needs and interests of the community. • Members will work together to provide clear, consistent and accurate information to each other, the community and elected officials. • Members will strive to make decisions through consensus. • Recommendations will be made openly, with information and results shared with all participants.
Initial activities	<ol style="list-style-type: none"> 1. Increase awareness about nuclear waste and the NWMO's APM process in the community. 2. With the assistance of an expert, lead or participate in community's sustainability visioning process. 3. Lead or assist in selection of third party expert to conduct review of safety documents. Identify questions to be addressed. 4. Provide input as assessments are undertaken (e.g. views, perspectives, Traditional Knowledge, local knowledge) and review work undertaken by NWMO.
Approach to Funding	<ul style="list-style-type: none"> • Funding for administrative support and incidental expenses and refreshments for meetings • No honorarium • Awareness and training – Learn More
Other	<ul style="list-style-type: none"> • May wish to advertise to solicit interest (and qualifications) • Operate with flexibility in order to allow for: <ul style="list-style-type: none"> ○ Similarity in approach with other advisory groups, or decision-making processes, in the community

	<ul style="list-style-type: none">○ Group members to learn over time and evolve their thinking (without penalty, that is without being on the record)○ Refining the role of the group over time, as the community continues in the site selection process and the nature of decisions and activities change○ Adding additional members to the group with specific knowledge and qualifications, as needs evolve over time● Focus membership on community residents. Leave for a later point in the process the addition of members from the surrounding area● NWMO staff are not members of the group; they attend at the invitation of the group and act as a resource to the group.
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NUCLEAR WASTE MANAGEMENT ORGANIZATION SOCIÉTÉ DE GESTION DES DÉCHETS NUCLÉAIRES

December 1, 2011

Mayor Lee Kennard
Township of Ignace
34 Hwy 17 W., P.O. Box 248
Ignace, ON P0T 1T0

Dear Mayor Kennard:

Subject: Preliminary Assessment of Potential Feasibility- Feasibility Studies (Step #3), Letter of Understanding

On behalf of the NWMO I would like to acknowledge receipt of your recent resolution regarding entering into Preliminary Assessment of Potential Feasibility- Feasibility Studies, which is Step #3 of the site selection process. As we had indicated during our recent briefing for you and your Council, the next step in the process is to enter in to a letter of understanding to outline at a high level the initial phase of activities which will be included in this Step. I am pleased to provide this letter of understanding for your review and should you wish, acceptance. This same letter is being sent to all communities who have expressed an interest, through resolution, to enter the Feasibility Study.

The NWMO places a great deal of importance on the Feasibility Study step in the site selection process. As we have indicated to you the purpose of the Feasibility Study step is to assess, in a preliminary way, the suitability of your community and associated site(s) to host the project. These studies are an opportunity for both the community and the NWMO to explore key questions that will be important in assessing the suitability of your community and associated site(s) for this project. Work will be conducted in two phases with the opportunity for stock-taking by both the community and the NWMO at the end of each phase. Some communities with relatively low potential to be suitable for the project may be screened out of the process at the end of the first phase of work. By the end of the second phase of work, one or two of the communities may be selected for the next step in the site selection process: detailed studies over a five-year period (Step 4).

Tel 416.934.9814
Fax 416.934.9528
Toll Free 1.866.249.6966

22 St. Clair Avenue East 5th Floor
Toronto Ontario Canada M4T 2S3
www.nwmo.ca

The four key questions which the NWMO has identified to serve as the foundation for the Feasibility Study are:

1. Safety, security and protection of people and the environment are central to the siting process. *Is there the potential to find a safe site?*
2. The project will be implemented in a way that will foster the long-term well-being of the community. *Is there the potential to foster the well-being of the community through the implementation of the project, and what might need to be put in place (e.g. infrastructure, resources, planning initiatives) to ensure this outcome?*
3. At a later step in the process, the community must demonstrate it is informed and willing to host the project. *Is there the potential for citizens in the community to continue to be interested in exploring this project through subsequent steps in the site selection process?*
4. The project will be implemented in a way that will foster the long-term well-being of the surrounding area. *Is there the potential to foster the well-being of the surrounding area and to establish the foundation to move forward with the project?*

Through this letter of understanding the NWMO is committing to Phase One of the Feasibility Study at this time, and, we understand that your community is also agreeing to Phase One of the Feasibility Study at this time.

To be clear, Phase One activities will include:

- Scientific and technical studies to further explore the potential suitability of the geology in the area and to identify potentially suitable smaller siting areas. This involves desktop studies by the NWMO.
- Further exploration of the potential effects of the project on the long-term well-being of the community through desktop studies and engagement of community residents. The NWMO and accountable authorities work together to complete this work.
- Engagement of accountable authorities in the surrounding area, including Aboriginal communities, to identify questions and concerns which will need to be addressed. The NWMO and accountable authorities work together in this engagement.
- Capacity-building and engagement resources (administrative expenses, community planning, independent advice, other) available to the community to enable the community to learn about the project, reflect on its interest, encourage local discussion and debate, and engage with the NWMO throughout feasibility studies. Details of this support are appended as Appendix A.

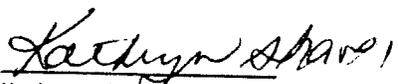
By signing this letter of understanding you are indicating on behalf of you and your community your agreement to proceed with these activities as briefly described above. You are also indicating:

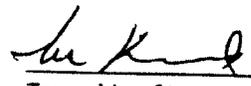
- Continued interest in learning more about the project;
- Willingness to engage community members in the learning process;
- Willingness to work with surrounding communities and Aboriginal peoples to learn about and explore the project;
- Willingness to participate with integrity, transparency and accountability throughout all activities associated with participation in the process.

Jamie Robinson, your NWMO Relationship Manager, will be in touch with you shortly to follow up on the following next steps:

- Community (as represented by Council and/or their delegates such as a Community Liaison/Advisory Community) to meet with the NWMO to confirm how work will proceed
- Community and the NWMO confirm plans for communications and engagement
- Community and the NWMO confirm schedule for meetings and key activities over the next 12 months

Based on the matters identified above and the understanding that moving into Phase One of the Feasibility Study Step of the Siting Process in no way commits either The Township of Ignace or the NWMO to proceed to any further step in the Siting Process; the parties hereby agree to enter into Phase One of the Feasibility Study Step of the NWMO's Adaptive Phased Management Plan.


Kathryn Shaver
VP, APM Engagement & Site Selection


Township of Ignace

Appendix A – Resources to Support Participation

Communities requesting feasibility studies are eligible to receive resources (funding and expertise) from the NWMO for capacity building and engagement to enable the community to learn about the project, reflect on its interest, encourage local discussion and debate, and engage with the NWMO throughout feasibility studies.

Program Components for Potential Host Communities Involved In Feasibility Studies – 2012 Program

Component	Description	Funding
Administrative expenses associated with Learning More	Funding to community for administrative expenses associated with coordinating community activities to Learn More. Upon request, resources will be made available to communities for expenses incurred over a 12-month period through participating in Phase 1 of feasibility studies. This may include costs associated with a community working group, advertising (e.g., events and newsletters), and professional fees or part-time staff resource support. This may include funding to community to cover expenses of municipal staff associated with communications among staff and Council, payroll, accounts payable, tracking receipts, phone, fax, email, etc. related to the NWMO process and travel expenses for meetings with surrounding communities or region. An accounting must be kept of activities and money spent, suitable for third-party audit.	Up to \$75,000
Community planning	Funding to community to develop and/or augment an existing long-term vision for community sustainability, integrated community sustainability plan and/or strategic plan in order to support their further consideration of the project.	Up to \$40,000
Independent advice	Funding to community for third-party review, hiring a consultant, studies and provision of expert advice to the community.	Up to \$40,000
Other activities	Funding to covers costs associated with other activities will be considered upon request and then made available to all communities participating in Step 3 of the site selection process.	