

Dryden Nuclear Education & Engagement Committee



Terms of Reference

1. Background

In September 2020, the City of Dryden implemented a more focused approach to stakeholder learning and engagement of the Nuclear Waste Management Organization's Adaptive Phased Management (APM) project; Canada's plan for the long-term management and storage of used nuclear fuel.

The anticipated outcome of APM is the centralized containment and isolation of Canada's used nuclear fuel in a Deep Geological Repository (DGR), in an area with stable geological formations and an informed and willing host community. APM also involves the development of a transportation system to move the used fuel from the facilities where it is currently stored to the new site.

No matter where this DGR is eventually constructed, it will have an impact on all communities in that region, most especially those within close proximity to the chosen development site. The Township of Ignace is one of two siting communities that remain in the site selection process. The Nuclear Waste Management Organization (NWMO) is studying a potential site in the rock unit of the Revell batholith located between Dryden and Ignace in unorganized territory on Crown land. The NWMO has reported that this potential construction site is located approximately 35 kilometers from the municipal boundary of Ignace, and 40 kilometers from the municipal boundary of Dryden. As such, the City of Dryden has inherited the role of a potential Significant Neighbouring Community in the NWMO's project.

2. Committee Purpose

To better understand our community's narrative around nuclear energy and nuclear waste it is prudent for the City of Dryden to remain engaged in the learning and dialogue process of the APM project. The ethics of community engagement is at the forefront of this work.

As a Committee of Council, the Dryden Nuclear Education & Engagement Committee (DNEEC) will represent the community's interests through the development of a more formal community education, conversation and feedback learning loop structure, specifically as it relates to the NWMO's APM project. This community engagement will be founded upon a principled approach which involves (as defined and attached in Appendix 1):

1. How we do it, and
2. What we do.

3. Committee Mandate

The Committee's mandate is:

- To review, identify and implement mechanisms best suited to engage, listen to, and educate the community of Dryden regarding the NWMO's APM project.
- To provide opportunity for community members to become more educated as to the possible impacts, both positive and negative, of the NWMO's APM project.
- To listen to people's concerns and encourage dialogue regarding the NWMO APM project
- To acquire scientific, technical, environmental, transportation and social impact (intended and unintended) data from credible knowledge sources. This information is required to protect the community's interests in preserving the safety and well-being of Dryden residents for generations to come.
- To support the design and delivery of specific learning and engagement events, activities, and materials to reach our diverse community members.
- To support the recruitment and organization of residents with the appropriate skill sets who are interested in participating with DNEEC in serving the community's best interests.

4. Committee Composition and Size

4.1 Voting Members

The Committee will be comprised of the following voting membership, which shall not exceed ten (10) Members:

- Four (4) Resident Members. Council of the Corporation of the City of Dryden will appoint Resident Members to the DNEEC as per standard practice.
- Three Members of Council. Should the Mayor be appointed to the DNEEC, the Mayor shall sit on the Committee as ex-officio and shall have voting rights in accordance with Procedural By-law 2021-101 and City By-Laws.
- The Youth Leadership and Service-Learning Intern to represent the interests of the youth population. The Intern will engage Members of the Youth Advisory Council to promote the youth voice in the conversation.

4.2 Non-Voting Members / Municipal Staff Resources

The Committee will be comprised of the following non-voting membership:

- The Special Projects and Communications Manager
- The Economic Development Manager
- Additional municipal staff resources may be identified following the formation of the DNEEC, as approved by the Chief Administrative Officer.

The DNEEC is a volunteer committee that will serve without compensation.

5. Chair, Vice-Chair, Secretary and Committee Members Roles and Responsibilities

5.1 Chair

- The Chair will be elected by the Committee membership annually and may vote.
- The Chair's primary duties are to provide direction to and assist the Committee in achieving its Mandate, maintaining the City's procedural practices, set the agendas, chair the meetings, and ensure that the City Council is kept apprised of what the Committee is working on through regular Council updates.
- The term for the Committee Chair may be extended at the discretion of the Committee.

5.2. Vice-Chair

- The Vice-Chair will be elected by the Committee membership annually and may vote.
- The Vice-Chair will assume all responsibilities of the Chair in his/her absence.
- The term for the Vice-Chair may be extended at the discretion of the Committee.

5.3 Secretary

- The Secretary will be elected by the Committee membership annually and may vote.
- The Secretary in conjunction with the Chair shall prepare the agenda and supporting materials for the meetings. Meeting notice requirements will be in accordance with Procedural By-law 2021-101 and City By-Laws. Staff support will be available as required.
- The Secretary shall record the time, place, and date of each meeting held by the DNEEC.
- The Secretary shall record all decisions of the DNEEC.
- The Secretary shall remit to the Chief Administrative Officer, in a timely manner, the minutes of each meeting so these may be shared with City Council for review.

5.4 Committee Members

- Members will be a positive catalyst for information sharing with the community as it relates to intentional stakeholder learning and engagement about the NWMO's APM project.
- Members will facilitate a culture of learning for the community that is open-minded, welcoming, unbiased and respectful of the diverse views of all stakeholders.
- Members will reach out to residents in a manner that ensures the voices of all demographic groups are heard and represented.
- Members will help identify, discuss, and explore the impacts and benefits of a DGR construction project 40 kilometers from the Dryden municipal boundary and make recommendations to the City Council for additional / different information-seeking actions based on those findings.
- Members will liaise with nuclear professionals, advocacy and grass roots groups, and representatives of the NWMO as necessary to achieve their mandate.
- Members will attend all meetings and in the event that is not possible, Members will advise the Chair of any planned absence.
- Members will vote on matters to be decided by the DNEEC.

6. Timing of Appointments and Length of Term

6.1. Timing

Appointments to the DNEEC will be made on an annual basis at a consistent, pre-determined time to be set by the Clerk. Given that Committee positions need to be advertised, and members selected by the City Council, it is more efficient for those individuals interested in joining the DNEEC if the application timeframes are predictable.

6.2 Length of Term

Appointments are for one-year terms. In the event that a Member vacates their role prior to the expiry of their term, the appointment process should allow for timely replacement of vacancies.

7. Meeting Procedures

7.1 Meeting Location

Meeting locations are determined by the Chair and SPCM.

7.2 Meeting Schedule

Meetings will be regularly scheduled as determined by the Committee.

7.3 Rules of Procedure

The Committee will generally conduct its business in accordance with Procedural By-law 2021-101 and the City's By-Laws.

At the same time, the Committee should offer a comfortable forum for Dryden residents to participate, share their input and opinions with the Committee, and provide advice to the City Council. Where possible, a consensus should be sought.

In all cases, Committee members are expected to participate in a respectful, constructive manner with their fellow members of the Committee, and in a manner that permits all of the members to voice their comments.

7.4 Voting

Resolutions put forward shall reflect the Committee's mandate.

Resolutions are to be voted upon by a show of hands.

The minutes of committee meetings are to provide a record of the number of votes (not the names of individuals) for and against any proposed motions. It will be helpful to the City Council to have a sense of the range of Member views.

7.5 Quorum

Quorum will be achieved when a majority of the voting members on the Committee are in attendance. If quorum is not achieved within 10 minutes of the anticipated start of the meeting, it will be deferred to the next regularly scheduled time, unless the Chair calls a special meeting.

8. Committee Operations

8.1 Relationship with the City Council

- The fundamental role of the DNEEC is to engage the community in becoming educated by offering or arranging learning opportunities regarding the NWMO's APM project, and how it may impact Dryden in all areas of safety and well-being, both positively and negatively. The DNEEC will bring to the City Council's attention emerging issues or concerns the Committee has identified that is within its mandate and recommend action on those issues.
- The DNEEC is not tasked with providing a recommendation to City Council regarding the community's support of the NWMO's APM project, nor does the Committee make any decision on behalf of the City Council in this regard.
- A key role of the Chair is to ensure that the Committee's advice is taken forward to the City Council, and to report back to the Committee on any action taken by the City Council on its recommendations.

8.2 Meetings Open to the Public and In Camera

Committee meetings will be open to the public, and the Committee will abide by the same requirements for open meetings as the Council of the Corporation of the City of Dryden, as set out in Procedural By-law 2021-101..

Committee meetings should not generally need to go In Camera and should only do so at the direction of the Chair. In Camera meetings are reserved for those matters set out in Procedural By-law 2021-101.

8.3 Committee Activities, Events and Budgets

The DNEEC will not need to be concerned with work programs and budgets. Should the DNEEC wish to organize any community education or engagement activity which involves budget requirements, they may submit a project outline and budget estimate for approval by the Chief Administrative Officer.

8.4 Orientation and Training

Municipal staff will provide an orientation for newly appointed Committee members. The orientation will include an explanation and clarification of the Committee's mandate and requirements, such as those outlined in these Terms of Reference; review the context of the DNEEC and how the committee works with the City Council.

8.5 Amendments to the Terms of Reference

The City Council will be undertaking a periodic review of the Terms of Reference for the DNEEC and may adjust the terms as part of that review or at other times as appropriate. Committee Member input will be sought at that time.

In addition, the City Council is open to receiving suggestions to improve the Terms of Reference from Members of the DNEEC on an ongoing basis.

APPENDIX 1

Community Engagement

How We Do It

Intentional and genuine community engagement improves economic, environmental, social, and cultural outcomes. The National Coalition for Dialogue & Deliberation and the International Association for Public Participation, of which Canadian organizations and municipalities are members, worked with a range of organizations to identify principles for public engagement which can equally apply to the DNEEC's community engagement and communications efforts:

1. **Careful planning and preparation:** Through adequate and inclusive planning, ensure that the design, organization, and convening of the process serve both a clearly defined purpose and the needs of the participants.
2. **Inclusion and demographic diversity:** Equitably incorporate diverse people, voices, ideas, and information to lay the groundwork for quality outcomes and democratic legitimacy.
3. **Collaboration and shared purpose:** Support and encourage participants, government and community institutions, and others to work together to advance the common good.
4. **Openness and learning:** Help all involved listen to each other, explore new ideas unconstrained by predetermined outcomes, learn and apply information in ways that generate new options, and rigorously evaluate public engagement activities for effectiveness.
5. **Transparency and trust:** Be clear and open about the process, and provide a public record of the organizers, sponsors, outcomes, and range of views and ideas expressed.
6. **Impact and action:** Ensure each participatory effort has real potential to make a difference, and that participants are aware of that potential.
7. **Sustained engagement and participatory culture:** Promote a culture of participation with programs and institutions that support ongoing quality public engagement.

What We Do

As we work to achieve an ethical standard for *how* we do community engagement, it is equally important to consider *what* we do. Public engagement professionals recommend that we ask ourselves the following questions about what we do.

1. What is the motivation for engaging the community? Is it for:
 - Better informed decision-making
 - Community building
 - Improving service delivery

We must remain mindful of questionable practices for public engagement and consultation when a decision has already been made and the community engagement is just window dressing.

2. Whose interests are being served?

Closely related to the question of motivation, is the question of whose interests are being served. If community engagement is primarily about the interests of an organization or

corporation, then it would be appropriate to question the ethics of that community engagement practice.

Community engagement should serve the interests of the whole community. We must ask ourselves whose voices are we hearing from in the community? Whose interests are being served? Do we believe that we generally have an ethical responsibility to protect the interests of marginalized residents of the community and are we considering whose voices are being missed in our conversations? Are people who traditionally have little voice being further marginalized or disadvantaged by our processes? How will we ensure that a diverse range of experiences and interests are included in the conversation?

3. Is it contributing to community well-being?

Community engagement suggests a focus on the collective and not just the individual. This suggests that there needs to be some benefit for the community. The following definition of community engagement provided the Department of Sustainability & Environment, 2005, may provide some beneficial insight.

A planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest or affiliation, to address issues affecting their well-being.

It may be helpful to think about vertical and horizontal aspects of community engagement. Vertical community engagement is when a formal organization (often external to the community) engages the community. Horizontal community engagement refers to the more informal connections between community members. Horizontal community engagement is very important when we consider social capital*.

Good community engagement helps promote horizontal community engagement as well as vertical community engagement. For example if there are divisive issues in communities, one of our aims should be to build great connections and understanding between community members. The notion of divide and conquer does not belong in community engagement.

4. Is it a two-way process?

Community engagement is a two-way process. Media campaigns, marketing and information giving might be important in community engagement, but they are NOT community engagement in their own right. Community engagement involves meaningful interactions**.

5. Is it contributing to environmental sustainability?

We face many environmental challenges in the coming decades. We need to address climate change and the time has come for this to be a major priority. It is therefore important for us to question community engagement processes that undermine our urgent need to become more sustainable.

*Social Capital: The potential willingness of citizens to cooperate with each other and to engage in matters of civic importance collectively.

**Meaningful Interactions: A mutually beneficial knowledge-based collaboration involving two-way communications and active listening, with the goal of creating informative, interactive, and participatory platforms for the wider community.