

**DARLINGTON NUCLEAR COMMUNITY ADVISORY COUNCIL**  
**DRAFT**  
**TERMS OF REFERENCE**

In order to take a broad approach to community consultation, Darlington Nuclear Generating Station (DN) decided in 2010 to develop and implement a wide-ranging community consultation and communication program. The core component of the program is the formation of a Community Advisory Council (Darlington CAC). The CAC will build on the heritage of the former Darlington Site Planning Committee, a committee which has served OPG and the community in a similar function for the last 20 years. The Council is made up of citizens, representatives of non-government organizations and members of local government staff who examine a number of issues associated with the existing and future generating stations located at the Darlington Nuclear site.

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 Darlington Nuclear.

### **1.0 DARLINGTON CAC Purpose and Activities**

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

- Identifies community issues and concerns.
- Provides advice to DN on community expectations in all areas of interest or concern to the community as well as topics raised by DN.
- 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 DN communications activities and performance reports to the community on the environmental, economic and social effects of the operation of the plant on the community.
- Monitors programs at the station which have an impact on the community.
- Provides input into environmental assessments related to DN, e.g. on refurbishment of nuclear reactors and new nuclear construction.
- Participates in tours of relevant DN or municipal 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 DARLINGTON CAC activities
- Maintains a brochure on the DARLINGTON 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 Darlington 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 Darlington 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 Darlington site.

## **2.0 DARLINGTON 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 those using the Darlington 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 DARLINGTON CAC and DN management. Representatives of particular organizations will be expected to communicate the concerns of their constituencies at DARLINGTON CAC meetings and share DARLINGTON CAC feedback with their constituencies.

Citizens at large will be persons who have demonstrated an interest in community affairs and the role of Darlington Nuclear in the community. The DARLINGTON CAC, DN 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 DARLINGTON CAC and DN management. Every effort will be made to ensure that the Council as a whole reflects the demographic 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 Appointed Representatives:

- Residents of Durham Region and Clarington
- Business
- School Board
- Post-secondary Education
- Oshawa and Bowmanville General Hospitals
- Youth (high school or postsecondary student)
- Women in Nuclear (or Women in Engineering)\*
- Agricultural Community
- Faith Community (ecumenical focus)
- Waterfront trail user
- Local Neighbourhood/Community Associations
- Central Lake Ontario Conservation Authority
- Durham Region
- Municipality of Clarington
- City of Oshawa

### **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 Darlington Nuclear.

In order to ensure that the Darlington 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 Darlington 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 Darlington CAC will annually conduct evaluations of the consultation process to ensure that the Darlington CAC is operating as effectively as possible.

### **4.0 Role of Darlington Nuclear**

Darlington Nuclear will:

- Provide information on agenda topics in a timely manner so the Council can assist
- DN to develop an appropriate course of action.
- Provide operating and scientific expertise from internal resources to support the work of the Council; Darlington 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 Darlington 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 Darlington Nuclear**

The Darlington CAC will submit advice and recommendations to the Darlington Nuclear Site Senior Vice President. There is a preference for face-to-face communications between the Council and representatives of senior DN management concerning advice and feedback. Both recommendations from the Darlington CAC and responses from DN management will be documented in the minutes. In cases where DN 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 Darlington CAC and DN management.

## **5.2 Relationship of the Darlington CAC to the Broader Public**

The work of the Darlington CAC will be of interest to the public and many different stakeholder groups. Darlington 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; 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 website ([www.opg.com/community/activities//darlington\\_cac.asp](http://www.opg.com/community/activities//darlington_cac.asp)). Outside meetings, members are free to comment on Ontario Power Generation and Darlington Nuclear, but do so as individuals. Public comments attributed to the Darlington CAC must be approved by the members in advance.

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

## **5.3 Relationship to Existing Consultation Mechanisms**

The Darlington 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 Darlington CAC will work with such initiatives in a manner that maximizes information sharing and minimizes duplication.

## **6.0 Conduct of Meetings**

### **6.1 Frequency**

Darlington CAC members can expect to meet 6-10 times a year. Taking the months of July and August off, the Council meets on the second Tuesday of each month at the DNGS Information Centre (unless otherwise arranged).

### **6.2 Facilitation**

The facilitator will serve the interests of both the members of the Council and Darlington Nuclear, without bias.

The facilitator will:

- Coordinate arrangements for meetings with designated Darlington Nuclear staff
- Prepare agendas for all meetings of the DARLINGTON CAC and committees in discussion with DARLINGTON CAC members and Darlington Nuclear
- Facilitate all meetings of the DARLINGTON CAC and subcommittees
- Maintain contact with members and with Darlington 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 DARLINGTON CAC and its subcommittees
- Work with the DARLINGTON CAC to maintain a work plan
- Work with the DARLINGTON CAC Agenda Advisory Committee (AAC) to ensure the effective development of agendas for DARLINGTON CAC meetings (This committee will

involve DN Public Affairs and Environmental managers on a regular basis, and the Manager of Waste Management when agenda planning requires input on that topic.)

The Darlington 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 DN'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, Darlington CAC minutes will be posted on the OPG public web site (<http://opg.com>).

### **6.4 Subcommittees**

The Darlington CAC may establish subcommittees to progress their work. Subcommittees appointed to address specific issues will be composed of some members of the Darlington CAC but may, with the approval of the Darlington 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 Darlington CAC for review and comment either at a full meeting of the Darlington CAC or by feedback between meetings. Subcommittees will not make recommendations to Pickering Nuclear. Any final report or recommendation will be submitted to DN by the Darlington CAC.

### **7.0 Confidentiality**

Darlington 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**

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

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

### **9.0 Expense Reimbursement**

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