

## Community Liaison Committee Meeting Record

**Meeting Date:** November 26, 2020

**BWXT:** Natalie Cutler, Director, Communications & Government Relations  
Jon Lundy, VP Strategy and Business Services  
Ted Richardson, Director, Fuel Operations  
Dave Snopek, Director, EHS & Regulatory Affairs  
Kathleen Augustin, Communications & Community Relations Specialist

**CLC Members:** D. Gannon, B. Roxburgh, J. Aherne.

**Absent:** J. Ingram.

**Guests:** None.

### **ACTION ITEMS**

Action Item	Responsible	Status / Notes
1. Add discussion on safety scenarios to the agenda for the next meeting.	K. Augustin	Open
2. Review utilizing radio and newspaper advertising options.	N. Cutler and K. Augustin	Open
3. Provide input on who else could be included in the target audience.	CLC Members	Ongoing
4. CLC to review BWXT NEC's current website and provide feedback.	CLC Members	Open
5. Share video content and infographics with CLC.	N. Cutler and K. Augustin	Ongoing
6. Have medical isotope guest speaker in 2021.	N. Cutler and K. Augustin	Open
7. Book a call once CNSC soil sampling results are available.	K. Augustin	Closed
8. Share revised Terms of Reference with CLC for 2021.	K. Augustin	Open
9. Send ROR agenda and video conference details to CLC.	K. Augustin	Closed
10. Share BWXT's medical isotope video with CLC.	K. Augustin	Closed
11. Follow-up with CLC member who expressed interest in co-chair role.	K. Augustin	Closed
12. CLC to review website FAQ and provide feedback and ideas on newsletter content.	K. Augustin	Open
13. BWXT to recruit for the CLC throughout the year (encourage interested parties to apply during discussions)	K. Augustin	Ongoing
14. Have representatives from MECP and CNSC attend a future meeting to discuss beryllium sampling and results.	D. Snopek, N. Cutler	Open

## DISCUSSION NOTES

Due to the COVID-19 pandemic, the meeting was held virtually. Natalie Cutler began by noting that this is a non-routine meeting to review feedback from the CLC members and BWXT representatives before the end of the year. The meeting began with an overview of the agenda and a safety moment.

Natalie asked if any CLC members had updates. None were noted. Natalie then reminded the CLC that the CLC Co-chair role has not yet been filled and asked interested members to contact her. She noted that one member expressed interest at a previous meeting and that BWXT had followed up but no response yet. Natalie also outlined a new layout for CLC meetings explaining that this idea was tabled by the Toronto CLC Co-chair. The proposed layout would include a structured meeting with an update from BWXT, an update from the CLC, a discussion on concerns and issues in the community and then a guest speaker if there is one available. Natalie asked if the CLC had any objections. None were noted. Next, Natalie highlighted that a revised Terms of Reference would be shared with the CLC in the new year to incorporate the changes.

Kathleen Augustin then highlighted the recruitment efforts made thus far for the 2021 CLC. She began by noting that feedback from the previous year's recruitment period had been considered and the following items were incorporated. First, the electronic application form had been modified so users could complete the form online rather than printing the form to complete. Additionally, the CLC form had been modified to include a "guest attendee" section so community members and representatives from organizations could apply to attend as a guest at a CLC meeting (pending approval from the CLC and whether there is space available). Kathleen then explained the multi-pronged approach BWXT uses during the recruitment period. She noted that details on the CLC have been shared via the following ways: social media platforms, email updates to BWXT's contact list, letters to specific organizations and groups, mailers to BWXT's neighbours, banners on BWXT's fence line, details on the nec.bwxt.com website, and the fall newsletter which will be sent shortly. Kathleen asked the CLC if they had any additional recommendations for recruitment. Multiple CLC members praised BWXT on its efforts to recruit through multiple avenues. One CLC member noted that BWXT could recruit throughout the year for the upcoming year explaining that encouraging interested parties to apply outside of the recruitment period may help with gathering applicants. Kathleen thanked the CLC member for the idea and noted it for future outreach. Kathleen then mentioned that two applications had been received thus far from the community and that a community organization had expressed interest and noted they plan to apply before the deadline. A CLC member asked what the goal was for recruitment, specifically how many members BWXT would recruit. Kathleen explained that the CLC terms of reference notes that the CLC could have up to 12 members.

Next, Natalie shared the feedback received from the evaluation forms. The evaluation forms were a new addition to the CLC this year to ensure that feedback is collected to help improve

the committee and BWXT's programs. Natalie noted that almost all members submitted forms and thanked all for the detailed feedback. She also highlighted that all feedback will be worked into the objectives and plan for the 2021 year. First Natalie shared that all CLC members and BWXT representatives had answered yes to the following questions:

- Are the objectives and purpose of the CLC clear and understood?
- Do you feel that there is regular communication between BWXT and the CLC?
- Do you feel that actions from CLC meetings are followed through?
- Do meeting minutes are accurately recorded and reflect the discussion during the meeting?
- Do you feel that when you speak during meetings that your comments and questions are valued and considered?

The evaluation also asked a series of open-ended questions. CLC member and BWXT representative responses are included below:

What do you find most helpful about CLC meetings?

- Connecting with other stakeholders and hearing perspectives of members of the community.
- Information sharing to assist with discussions with staff and parents in the community.
- Learning areas of interest or concern from CLC members and therefore the public.
- Variety of perspectives, variety of experts on the call – would be helpful to have external professionals (i.e. MECP).
- Everyone is awarded an opportunity to speak and discuss.
- Feedback from meetings help inform our website, newsletters, FAQ.

What would you like to see improve during CLC meetings?

- Improve recruitment and increase representation of the community on the committee (i.e. Citizens Against Radioactive Neighbourhoods (CARN), Emergency Services).
- Co-chair role filled, more members for 2021.
- More feedback from neighbours that aren't CLC or BWXT.

What topics would you like to discuss at future CLC meetings?

- Human Resources Metrics.
- Future plans for BWXT (increase in processing and/or changes in operations).
- Reprocessing of equipment at BWXT.
- Full process (what happens after the pellets/bundles are manufactured – how they are used in the reactor).
- Information sharing with public (how, where, when, what CLC finds to be the most effective in the community).

- Community perspectives, questions, concerns – so BWXT can better address them in our materials/initiatives.

Do you have any additional feedback?

- Thankful for being part of the group, appreciate next year to learn more and become more comfortable.
- Overall things are going well. Recently, meetings have been more highly charged due to Beryllium discussions and sampling and once decision on licence is made, we should be able to keep momentum going.
- I think we have a great group that represents a variety of key stakeholders in the community.
- Pleased and grateful to have the participation we do on the CLC and I can't thank members enough for their time they devote to help advise our company on our public information program.

After the feedback had been reviewed, Natalie asked if there was any additional feedback and asked if there were comments or questions. Once CLC member noted that due to their inability to participate in one of the meetings this year that they felt they needed more time to provide valuable feedback. Natalie thanked the CLC member and noted that feedback can be given anytime throughout the year and that members do not need to wait for the evaluation at the end of the year.

Natalie then noted that there were a few remaining items to cover. She began by highlighting that the CLC had invited the Ministry of the Environment, Conservation and Parks (MECP) to attend a meeting to discuss beryllium testing. She advised that the MECP had declined, noting a need to prepare for the meeting, and a desire that if they do attend in the future, they would require the CNSC to also attend. Natalie noted that this can be arranged in the new year once the CNSC Staff's beryllium sampling report is no longer before the Commission as part of the licence renewal hearing decision. She noted that the MECP is available by email in the meantime and encouraged members to submit any questions they may have to the MECP. Next, Natalie informed the CLC that the public survey closed on November 20<sup>th</sup> and explained there had been good participation. She continued to note that Ipsos will be sending the report to BWXT soon and that this data will be useful for BWXT to compare against the 2018 data collected to determine trends and see where strengths are and where improvements can be made. A CLC member asked how many results were submitted and specifically requested details on the Peterborough surveys. Kathleen noted that BWXT had not yet received the final report but that the number of respondents was higher than the 2018 surveying. Natalie also noted that due to more media attention in Peterborough that she could see the respondent percentage being higher in Peterborough. The CLC member also asked if the data would be made available and if it would be discussed at a future meeting. Natalie noted that the results will be shared and discussed with the CLC at the next meeting.

Natalie then informed the CLC of an operational improvement underway in Peterborough. She explained that the company is moving a manual process from Toronto to Peterborough where the operation would be automated. Ted Richardson explained that the process involves stacking finished ceramic pellets into trays for insertion into an element/tube before being placed in a fuel bundle. He noted that the pellets that are currently received in Peterborough will be the same, however they will not be already stacked and sorted on the tray. Natalie explained there will be minor facility and roof modifications for this change. She also shared that BWXT will be making this information public on its website at [nec.bwxt.com](http://nec.bwxt.com). Next, Natalie reminded the CLC that the CNSC will be holding its annual Regulatory Oversight Report public meeting and that BWXT will be participating on December 8, 2020. She noted that once the agenda and webinar link are available they will be shared with the CLC.

Before checking for final questions, Natalie thanked the CLC members for their input, ideas and contributions to the committee and for taking their valuable time to commit to BWXT's CLC. She wished the CLC a safe and healthy holiday season and reminded members that although meetings have commenced for the year, communication will continue.

Natalie then asked if anyone had any final questions. One CLC member asked when the committee will meet next. Kathleen noted that the deadline for new applicants is December 11, 2020 and that once all applications are received they will be reviewed by BWXT and the CLC. She continued to note that applicants will be notified of their acceptance or refusal in January and then an orientation session will be held. She highlighted that the next meeting will likely be in February and encouraged members to contact BWXT if they have questions or feel like an impromptu meeting shall be held.

The meeting terminated. Next meeting date to be scheduled in 2021.