

## Community Liaison Committee Meeting Record

**Meeting Date:** June 22, 2020

**BWXT:** Natalie Cutler, Director, Communications & Government Relations  
John MacQuarrie, President, BWXT NPG  
Ted Richardson, Director, Fuel Operations  
Kathleen Augustin, Communications & Community Relations Specialist

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

**Absent:** J. Aherne, P. Archer.

**Guests:** Julian Amalraj, Canadian Nuclear Safety Commission (CNSC)  
Meghan Gerrish, Canadian Nuclear Safety Commission (CNSC)

### **ACTION ITEMS**

Action Item	Responsible	Status / Notes
1. Remind CLC about co-chair position and request any interested to advise before next meeting.	K. Augustin	Closed
2. Share updated Terms of Reference with CLC.	K. Augustin	Closed
3. Add discussion on safety scenarios to the agenda for the next meeting.	K. Augustin	Open
4. Review utilizing radio and newspaper advertising options.	N. Cutler and K. Augustin	Open
5. Share target audience list with the CLC for feedback.	K. Augustin	Closed
6. Provide input on who else could be included in the target audience.	CLC Members	Open
7. Share virtual meeting / telephone town hall agenda with the CLC prior to meeting.	N. Cutler and K. Augustin	Open
8. Share 2020 survey details with CLC.	N. Cutler and K. Augustin	Open
9. CLC to review BWXT NEC's current website and provide feedback.	CLC Members	Open
10. Share video content and infographics with CLC.	N. Cutler and K. Augustin	Ongoing
11. Share social media plans with CLC.	N. Cutler and K. Augustin	Open
12. Provide information to CLC on beryllium sampling when available.	N. Cutler, D. Snopek and K. Augustin	Open

## DISCUSSION NOTES

Due to the COVID-19 pandemic, the meeting was held virtually. The meeting began with a roundtable of introductions, overview of the agenda and a safety moment.

Natalie Cutler reviewed suggestions from the CLC during the orientation session, noting that a revised Terms of Reference will be sent to CLC members with two changes noted: the addition of an annual CLC review to gather feedback from the committee to understand the effectiveness of the committee and ensure it is functioning as it is designed; and, an update to the recruitment section to indicate when the recruitment period for new members begins. One suggestion from the orientation session was for BWXT NEC to provide a list of who was contacted during the recruitment period. Natalie advised that this information would be covered later in the meeting. Another suggestion was for BWXT NEC to add information on why emergency drills are conducted and to add safety scenario information. Natalie informed the CLC that information on why drills are conducted is on the public information website ([www.nec.bwxt.com](http://www.nec.bwxt.com)) and additionally was recently included in the mailer sent to Peterborough residents. She noted that BWXT NEC intends to add safety scenario information to the agenda for the next meeting to discuss further with the CLC, gather feedback and plan next steps.

Next, Natalie reminded CLC members to contact Kathleen if they are interested in becoming a co-chair for the committee. Natalie proceeded to describe how BWXT NEC recruited for CLC members. She noted that the Peterborough CLC was announced during the licence renewal hearing and the commitment to stand up the CLC was included in the Company's Commission Member Document (CMD) and presentation which were submitted to the CNSC in advance of the hearing. Natalie also mentioned that Peterborough Public Health included the recommendation that BWXT NEC create a CLC in Peterborough in their intervention. She continued to note that the recruitment period began in February and ended mid-April as the Company chose to create a Peterborough based CLC in 2020 and not wait until 2021. BWXT NEC sent a mailer to neighbours in the vicinity of the facility, posted two social media items, added information to the public information website on the front page and created a dedicated page and sent electronic (email) updates to the Company's target audience list. Next, Natalie outlined which specific organizations and individuals were contacted with information to apply to the CLC, noting that BWXT NEC will solicit feedback from the CLC before the next recruitment period begins for 2021 in the fall.

Ted Richardson provided the CLC with information about the Company's emergency preparedness, noting that this was a concern expressed by some community members during the licence renewal hearing interventions. He noted that BWXT NEC has a comprehensive emergency response plan that is continually updated, reviewed and verified by the Canadian Nuclear Safety Commission (CNSC). He also explained that BWXT NEC will utilize experience from the Toronto to inform the Peterborough team. Ted advised that the Peterborough Emergency Response Plan (ERP) is being enhanced and that two emergency drills will occur

during the summer with a CNSC-witnessed exercise in September, with fire and ambulance on-site for a coordinated effort. Ted explained that BWXT NEC has sent mailers (which were sent to the CLC in advance) to 5,000 neighbours in the vicinity of the facility, posted information on the website and sent emails to NEC's target audience and stakeholder list to ensure the public is aware of the drills. Kathleen Augustin let the CLC know that on drill days, BWXT NEC will hang banners on the fence line, post information on the public information website and have personnel outside to answer questions from the public. A CLC member noted that they felt that sending paper mailers and utilizing the internet and having representatives outside the facility during drills is effective. Another CLC member asked where the Emergency Operations Center (EOC) is located and who forms the emergency team. Ted explained that the EOC has multiple locations depending on where the emergency occurs. He also noted that the team leaders in the business support the site during an emergency. A CLC member also suggested that BWXT NEC explain the reasoning behind why drills are conducted, noting that the right messaging needs to be utilized to ensure the public understands why drills are completed and determine what information is missing for the public. Natalie noted that the Company is working on dynamic communications and video content to help the public understand the safety behind the operations.

Next, Kathleen Augustin reviewed elements of the Public Information Program (PIP), in order to gain CLC feedback. She began by outlining the community newsletters which are mailed three times a year to community members, highlighting the recent spring newsletter that was mailed to 5,000 neighbours in Peterborough. Next, Kathleen noted that the newsletters are posted to BWXT NEC's public information website at [www.nec.bwxt.com](http://www.nec.bwxt.com) in three locations; one being on the front page of the website to ensure web users see the updated version. The newsletters are emailed to BWXT NEC's stakeholder/contact list and copies are added to the website. Kathleen then referred to a mailing map to show CLC members where newsletters and other mail items are sent. Kathleen highlighted two main topics of feedback from the public through interventions at the licence renewal hearing in March. The first was that newsletters need to have more technical information, and the second that newsletters need to be sent to a larger distribution. The spring edition of the newsletter for 2020 included information on the following topics: beryllium, radiation, BWXT NEC's Annual Compliance Report, an infographic on uranium, CNSC Independent Environmental Monitoring Program (IEMP), licence renewal and website updates. She highlighted that the Company is working on new infographics and will share any new ideas with the CLC. Kathleen noted that the spring newsletter was mailed to 50% more neighbours (a year-over-year increase from 3,400 to 5,000 newsletters), and she inquired if CLC members had any recommendations on how BWXT NEC can distribute newsletters and information to more community members. A CLC member suggested BWXT NEC look into some of the local news outlets and review whether advertising in the newspaper (print or online) and added that the Company could invite a local journalist to write a piece about the facility and operations. Another CLC member suggested radio advertising to promote new information (such as the newsletter) to reach a large demographic in the area. Natalie let the CLC know that BWXT NEC will look into these ideas. She then asked the representative from Prince of Wales

Public School for guidance on reaching out to parents at the school, as they are a large group that should be kept informed and that this has been difficult to do in the past. The CLC member informed that she will be working with the board to coordinate a better path forward to keep parents in the loop and will work with BWXT NEC further to close this gap.

Kathleen then provided an overview of the current target audience and the criteria BWXT NEC uses to create it, including: proximity to the facility, role in the community and interest in BWXT NEC's operations. She requested the CLC review the list and provide suggestions on who else could be added to expand this target audience. CLC members noted the following groups: Trent University, Downtown Business Improvement Area (DBIA), New Canadians Centre, The Trent Severn Waterway, Otonabee Region Conservation Authority (ORCA), Community Partners.

Kathleen then provided an update on the annual community BBQ, noting that due to the COVID-19 pandemic, the company has chosen to cancel the BBQ for 2020 in order to protect the public and employees. She explained that BWXT NEC is planning on hosting a virtual event in lieu of the BBQ in 2020, suggesting a Telephone Town Hall format and asked for CLC input. CLC members provided input that this was a positive step, noting that a virtual event shows effort on behalf of the company during trying times and would provide the public with an opportunity for dialogue. Natalie mentioned that BWXT NEC will share the planned agenda for the Telephone Town Hall with the CLC before the invitation is sent. One CLC member noted that it will be essential to use a moderator during the question and answer period.

Next, Natalie provided the CLC with some information about the online and telephone public attitude survey, which was conducted in 2018 among residents of Toronto and Peterborough who live in proximity to the BWXT NEC facilities. She noted that the company is treating the data from these surveys as baseline data to inform the company on resident awareness of the operations, impression and recall of the company, and support for energy production types. Natalie mentioned that BWXT NEC will be survey in the fall or winter of 2020 to gather more information. She noted that this timeline has been moved into 2020 based on feedback from the hearing and that details will be shared with the CLC soon. A CLC member requested that the CLC be part of the formulation of questions for the survey to provide a community perspective; BWXT NEC agreed.

Natalie then outlined some of the issues that have risen with the COVID-19 pandemic and its impact on tours, events, and in-person outreach and meetings. She noted that BWXT NEC understands that the best way to show the public what we do is via tours and that the company is reviewing new ways to share information. She noted that the company was reducing visitors to the site (essential business needs only) and that this policy would likely be in place for some time. One CLC member highlighted that virtual tours or visual information on the website would be useful for the public to understand the operations and see the safety measures in place. Natalie noted that the Company is currently reviewing this idea and needs to consider

intellectual property and the safety of employees. Another CLC member mentioned that BWXT NEC should feature employees in the videos.

Next, Natalie let the CLC know that the BWXT corporate website, of which the BWXT NEC site is a daughter to, will be receiving a makeover and therefore so will the BWXT NEC site. She noted these changes will likely occur in the summer and will be mainly visual enhancements and that content will not change. She asked the CLC if they have time, to review the current website and provide any feedback before the next meeting. Once the website is ready, Natalie told the CLC the new changes will be shared with the committee. She also noted that BWXT NEC is considering setting up its own dedicated social media accounts so more information can be shared outside of the corporate social media pages. These new accounts will be tailored to share information with the community about BWXT NEC's licensed sites. More information will be shared with the CLC when available. A CLC member noted that YouTube and video content would reach a large audience and suggested BWXT NEC explore using video on the social media platforms chosen. Next, Natalie let the CLC know that the company is exploring new ways to share information, including videos. She highlighted that while video is expensive and time consuming, it is a good way to share information with many age groups and improve the public information program. Once more plans have been developed, BWXT NEC will share video content and ideas with the CLC for feedback. Natalie also shared that the public information email and phone lines haven't been as busy as they were leading up to the hearing and noted that this is likely due to the pandemic as it started about one week after the hearing.

Kathleen then highlighted that BWXT NEC has a volunteer program, BWXT Volunteer Strong, which is a vehicle for employees to volunteer their time and expertise to local causes in the community. She also noted that the Company supports many initiatives through sponsorships and corporate donations and outlined some of the local organizations BWXT NEC supports. Kathleen asked the CLC to send her additional organizations for consideration. Next Kathleen outlined some of the ways BWXT NEC has been supporting the community during the COVID-19 pandemic. She noted that hand sanitizer was donated to Kawartha Food Share and shared a photo of the donation. Kathleen also noted that BWXT NEC provided Personal Protective Equipment (PPE) donations the Peterborough County-City Paramedics and to Pinecrest Nursing Home, a donation to Peterborough Regional Health Centre (PRHC)'s COVID-19 relief fund and the Métis Nation of Ontario Peterborough & District Wapiti Métis Council's COVID-19 relief fund. She also noted that employees collected donations for Kawartha Food Share and raised over \$2,900.

Natalie asked the CLC if they had any suggestions for CLC meeting topics. Natalie inquired if committee members were privy to any questions or concerns in the community regarding the licence renewal, safety or operations. The committee noted that overall, COVID-19 has been the main topic of concern and priority in the community. One CLC member mentioned that there has been some discussion on the beryllium sampling and asked for an update from BWXT NEC and the CNSC. BWXT NEC noted that the Company will be proceeding with beryllium sampling

as planned and more information will be shared with the CLC and the public when ready. Julian Amalraj from the CNSC noted that the CNSC Staff are working towards the sampling at Prince of Wales Public School and other locations and that they do not have the go ahead from management due to COVID-19 protocols put in place by the CNSC. He noted that the Secretariat would be able to provide more information on the notice of continuation for the sampling.

The meeting terminated. Next meeting date to be determined.