

# Community Liaison Committee

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## WORKING SESSION #2 MINUTES

Meeting purpose	Cedar Point Community Liaison Committee
Meeting date	May 7, 2015, 6-8 p.m.
Report date	May 20, 2015
Location	The Shores Recreation Centre, Lower Meeting Room 7883 Amtelecom Parkway, Forest ON N0N 1J0
Attendees	Tom Burget, Cynthia Cook, Sandi deJong, Monica Douglas, Ed Vanderaa, Joe Zanyk, Jocelyn Kelln, Facilitated by: Curt Hammond
Not in attendance	Sue Bressette, John Couwenberg

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### Welcome, Agenda & Goals

#### Meeting goals:

- Finalize Terms of Reference
- Identify communication needs for listening to and speaking with community
- Set a date for next public meeting and working session

### Safety Moment - Tom Burget

- On-site occupational health and safety practices of Suncor and contractors
- What does it mean to be safety minded?
- Documenting, planning and ensuring due diligence

### Review and Approval of working session #1 minutes

- Motion to approve minutes- Joe Zanyk
- Seconded- Sandi deJong

### Discussion 1- Terms of Reference (ToR):

#### Purpose

- Some concerns raised around the wording: *The committee will not re-visit those issues or concerns already addressed through the Ontario Ministry of Environment's approval process or via the Environmental Review Tribunal Hearing.*
- Given that not all members of the public and CLC were present at the ERT hearings, how do we ensure that people are able to raise legitimate concerns at CLC meetings while still respecting the spirit of the document
- There is the possibility that concerns from the ERT will be raised again in the context of construction and operations

## Cedar Point Wind Power

- As a group, we agree that the intent of including this is to highlight that the CLC will not engage in debate about the pros or cons of wind development. The CLC's purpose is to engage with the public as the project is constructed and becomes operational.
- Curt and Jocelyn to do some editing to find the right language to find a middle-ground

### Group Membership

- Given that the invitation to join was initially extended with the understanding that the committee would be made up of 15 individuals with attempts to have representation from different groups, should we think about capping membership at 12 to keep the group a smaller, more manageable size?
- Is a larger group more desirable in the event that people are unable to attend working group sessions and meetings?
- Or is it more a function of the effectiveness of communication and meeting protocols vs the numbers of people present?
- The CLC doesn't necessarily need to have representation from every group because the role of the CLC is to make sure diverse voices are heard and brought to the project
- We should reach out directly to people identified in the original list of invitees and invite them directly (municipalities, business owners, First Nations, etc.)
- There should be a time limit on recruitment- 6 weeks?
- Once that period has passed, the group will be closed to new members unless existing members are lost for any reason

### Minutes

- All minutes will be posted on the Cedar Point website as well as distributed by email to CLC members and interested members of the public
- The MOE will be invited to attend all public meetings and public minutes will be distributed by email to the appropriate MOE representatives

### Liability

- Everyone in the group needs to know that their participation in the CLC will be protected
- Request to have Suncor provide confirmation in writing of indemnity for CLC members to protect from personal liability in the event of legal action related to the project or the actions of the CLC
- Sandi deJong requested that the following statement be included in the May 7 minutes of the Cedar Point Wind Power Project Community Liaison Committee (CLC) and be attributed to her: All CLC members are obligated ethically to inform the Committee if they are aware of any planned legal action or any planned negative activity that would impact detrimentally any member(s) of the Committee.
- Suncor legal will need to be consulted

### Discussion 2- How will the CLC communicate?

#### CLC Business

- The suggestion was made for the CLC to meet before the public meetings to take care of any CLC business- such as approving minutes – before the arrival of the general public
- There are some concerns that if we followed that process, the perceived transparency of the group could be compromised
- At the last meeting, we decided that minutes from the public meetings should be reviewed and approved at the next public meeting. However, this would potentially take too much time away from the public comment period and be tedious and unnecessary for the general public to observe.
- Instead, going forward we will continue to circulate, revise and approve meeting minutes electronically or at future working sessions wherever possible.

### Public participation in meetings

## Cedar Point Wind Power

- How should we structure the meetings? How will we invite questions from the audience?
- During the first public meeting, audience members were invited to ask questions as they arose while a construction update was given. We agree this format worked well
- Areas of interest could be addressed thematically- with questions invited under each area. For example, we could start with roads and traffic, then safety, etc.
- How do we manage the time so that everyone has time to speak?
  - Having Curt facilitate will help- but we need to structure the meetings in a way that allows the most people to raise their concerns/ask questions in the time available.
  - Sometimes, letting people say everything they want to say can result in meetings being monopolized by one or two people
  - We need to structure in a way that allows the most voices to be heard
  - We will focus on the questions and not necessarily on the answers- that way we can get as much feedback and input from the public as possible and then Suncor will respond to those questions appropriately as follow-up
- How do we allow for written questions to be submitted ahead of the meeting and during the meeting?
  - We should have pens and comment cards available during the meeting so that people can submit questions anonymously to be addressed during the meeting or as follow-up

### Meeting Format and frequency

- Who should attend?
  - The more Suncor/project reps the better to ensure we have the right level of expertise in the room to answer questions as they come up- at minimum the project manager (construction manager) should be in attendance
  - Additional external reps (MOE, Conservation authority, etc.) as needed
- We should begin all meetings by reading aloud the section from the Terms of Reference that outlines the purpose of the group as well as the meeting commitments
- Meetings need to be more frequent during construction while respecting the fact that it is summer holidays
- Bi-monthly (every two months) for public meetings with working sessions in between should work for the next 6 months
- The room set up should look like the first meeting- in a horseshoe with the facilitator at the front of the room and the project team off to the side.
  - There is some debate about whether the CLC members need to sit in the front row or if they can disperse among the other attendees
  - At the least, they will be introduced individually at the beginning of the meeting but likely can sit where they feel most comfortable

### Communications

- How will we advertise the upcoming public meeting?
  - Fliers/postcards- each CLC member will distribute to their own communities of interest. Suncor will provide the materials and if requested, will provide printed copies to individual CLC members
  - Suncor will provide each municipality with an electronic poster advertising the meeting that they can post on their websites or print and post in their offices
  - CLC members will share notice of the meeting via facebook and other social media outlets
  - CLC members will post notices in public places- each member will let the group know where they will be distributing notices
  - Newspaper ads- Suncor will place ads in local papers

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- We discussed whether mailing notices to each residence would be worthwhile. The group agreed that it would be a good idea to do it for the next meeting and then assess the impact for future meetings.
  - Jocelyn is looking into cost
  - We agree that we will ask people who attend the public meeting how they heard about it
- People who attend/submit questions will be invited to share their email address/contact information and Suncor will offer to share meeting minutes and any follow-up material directly with them
- Website- meeting notice will also be posted on the website
  - Comments regarding the lack of user friendliness of the website were made
  - Going ahead, newer material will be posted at the top of each page, rather than at the bottom so that all information can be read newest to oldest from the top down
- What will be the process for sharing information with Suncor if the CLC members get questions, inquiries from the public?
  - All inquiries can be sent through the [cedarpoint@suncor.com](mailto:cedarpoint@suncor.com) email or the toll free telephone number (1-866-344-0178)
  - Suncor should have some business cards made with all the contact information for the project that CLC members can distribute
  - Suggestion was made to have some displays or question boxes at the libraries for people to submit questions ahead of time and for the project to distribute information
- All publications/notices will include appropriate contact information for the project at the top of the page rather than at the footer

### Key decisions made

- Membership of the CLC will be capped at 15. Selective and targeted recruitment will take place over the next few weeks, in an effort to increase the diversity in the group. New members will be accepted until the cap has been reached or June 30, 2015, whichever comes first.
- In the event that CLC membership drops below a number agreed upon by the group, new members will be recruited at that time.
- Adapted from Working Session #1- ~~Meeting minutes from public meetings will be reviewed and approved at subsequent public meetings.~~ Minutes from working sessions will be reviewed and approved at the next CLC working session or by email if the next meeting is a public one. ~~dependent on which comes first.~~ All meeting minutes will be approved by the CLC as a group either electronically or in person where possible. ~~in a face-to-face or conference call.~~
- Next CLC public meetings will be held mid-June, mid-August and mid-October.
- A working session will be held to follow-up on the next public meeting (mid-July) and subsequent working sessions will be decided on as required by the group.



## Cedar Point Wind Power

### Actions & Responsibilities

Action	Responsibility	Deadline
Share Suncor's Environment, Health and Safety Policy Statement electronically	Jocelyn Kelln	May 21, 2015
Confirm with Suncor legal that CLC members will be protected from personal liability for their participation in the CLC	Jocelyn Kelln	June 1, 2015
Circulate revised Terms of Reference for final review	Curt Hammond	May 22, 2015
Schedule CLC Public meeting #2	Jocelyn Kelln	May 21, 2015
Circulate meeting minutes for review	Jocelyn Kelln	May 21, 2015
Review draft meeting minutes	CLC members	June 5, 2015
Place newspaper ads for upcoming public meeting	Jocelyn Kelln	June 11, 2015
Design and circulate posters/bulletins	Jocelyn Kelln	June 5, 2015

### Next meeting

Cedar Point Community Liaison Committee Meeting #2  
Tuesday June 16  
6:30 pm – 8:30 pm  
Forest Legion