

Community Liaison Committee

WORKING SESSION #1 MINUTES

Meeting purpose	Cedar Point Community Liaison Committee
Meeting date	April 21, 2015, 6-8 p.m.
Report date	April 24, 2015
Location	Lambton County Library- 536 Niagara Street, Wyoming
Attendees	Tom Burget, Cynthia Cook, Sandi de Jong, Monica Douglas, Ed Vanderaa, Joe Zanyk, Jocelyn Kelln, Curt Hammond
Not in attendance	Sue Bressette, John Couwenberg

Welcome, Agenda and Goals

Meeting goals:

- Update Terms of Reference
- Identify CLC priorities for 2015
- Confirm meeting schedule

Safety Moment- House Fire prevention

- Should the responsibility to deliver safety moments rotate through the CLC?

Discussion 1- Review of meeting minutes

Q: Should meeting minutes from the first meeting be reviewed in this closed working session, or be postponed until the next public meeting?

- There are concerns that the process for approving the minutes is transparent and ensures appropriate participation from each member of the CLC
- The minutes that are currently posted on the website have not been approved by the CLC, only reviewed initially
- The intent is to ensure participation and input from all CLC members and allow a space for discussion in the event that there is disagreement over the minutes

Discussion 2- High level reflections from the first meeting

- The meeting was productive and informative, Suncor representatives shared good information
- Disappointed with low turnout but happy with the discussion
- The CLC is representing the community- they need to know that the CLC is available to the community
- How can we ensure that we are accessible to the community?
- How do we take input from the public to address at upcoming CLC meetings?
- Do we have people bring up their issues to the CLC members who then get it to Suncor in order to make sure it's addressed at upcoming meetings

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- We need to talk more about communications- from the public to the CLC, from the project to the CLC, from the CLC to the project. How can we position this group as a true liaison?
 - Passing the information on to Suncor, Suncor communicating back to the individual's concerns
 - Ensure looping in of the CLC
 - How do we track the incoming concerns, comments so that we can ensure accountability and reduce tension?

Q: What are the mailboxes that standing in tire rims at the entrances to turbine locations?

A: The mailboxes are for the use of the contractors working on site. They contain important safety information for each construction site including lists of required PPE (personal protective equipment) for the site, emergency procedures and contact information for the project. They will remain at the entrances until construction has been completed. They are not for communication with the project team.

Discussion 3- Terms of Reference

- Initial comments- thought the first document was thorough and well written
- This as it stands is a good start
- Purpose
 - Some concern over the removal of the line regarding “discussion will not address any issues that were covered in the ERT hearings, etc.”
 - Voted to put it back in
 - Add some detail around “communication” as a piece of the purpose
 - Glad to see that it is Suncor focused
 - Conversation around is this project being developed in accordance with Suncor's safety, health and environmental policies
 - What are Suncor's safety standards? Can we share those with the group? We need clarity what that means for this project
- Objectives
 - Some conversation around whether we need the objective regarding Suncor's stakeholder and Aboriginal relations policy
 - The argument was put forward that the policies are what shape the way that Suncor engages in all activities and that regardless of the existence of the CLC, Suncor is always applying the policies because it is how they do business
 - Positive input- identifying opportunities
- Philosophy
 - Add the word “concerns” to indicate that the group will facilitate conversation around issues and opportunities as well as concerns of the public
 - Some grammatical and spelling changes were made
 - If there are additional meetings for the CLC that are not open to the public because they are focused on the functioning of the CLC itself- process, governance, etc- they should be referred to as working sessions. All CLC “meetings” will be open to the public.
- Membership
 - Remove “Suncor technical staff and contractors” from the list of membership- they will instead be involved as experts and sources of information. They will be included in all CLC meetings
 - There are still empty spaces on the CLC since there are up to 15 spots available- should we allow more members to join? How do we decide who can join?
 - Wanting people from the Suncor sitting on the committee, or present at all meetings
 - Some debate on the composition of the group- should we have more Suncor representation sitting on the CLC? Is it an issue to have balanced representation of viewpoints on the CLC?
 - We should expect that members will commit to serve a two year term.

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- Should the CLC have a community co-chair and a Suncor co-chair? If so, who would that be and how would we choose?
- What is the role of the chair? Since this is a non-decision making body, there will be no voting in the way that other committees might, so there is no need for a tie breaking vote. Is the role of the chair to facilitate the meetings? Or to lead the group? Is there a difference?
- Can we use language that we will have a neutral party facilitate the meeting and then Suncor will be responsible for all logistical and administrative duties associated with the CLC
- Meeting format
 - Add something that says additional working sessions may be required
 - Meetings may be rescheduled under the direction of the committee
 - Minutes circulated within two weeks, once approved for draft they will be posted on the website within one week. Minutes will be approved for final copy at subsequent face to face or telephone meetings
 - Open question period? How will we work with the public?
 - CLC members will provide items for future agendas
 - There will be an open session for the public to ask questions
 - Some conversation about how much time should be allowed for the public to ask questions
 - We need more time as a group to discuss communication
- Decision-making
 - This is a non-decision making body, strike this heading and include the body in the previous section (meeting format)
 - There should be no need for voting- Suncor should hear everyone's ideas equally
 - in terms of CLC members' ideas/ recommendations for Suncor to consider re the Project, after discussion by our CLC, all of those ideas should be forwarded to Suncor for consideration. That way, no idea will be lost.
 - With regard to our CLC's procedural business, there may be the need for a vote, hopefully only occasionally, if we cannot reach consensus.
 - Recommendations will be made to Suncor by the CLC and Suncor will respond on actions taken on those recommendations in a timely manner
 - Standing item on the agenda- recommendations made and status of actions taken

Discussion 4- Additional items

- Communication of the CLC- this is a key issue that will require more thought and discussion within the CLC
 - Website for the CLC as a possibility for information sharing
 - The question of collecting info/sharing it externally
- Next working session we will talk more about how we want to collect public input at meetings
- Timing of next public meeting- after start of turbine base construction before arrival of large components- likely end of May beginning of June.

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Key decisions made

- Meeting minutes from public meetings will be reviewed and approved at subsequent public meetings. Minutes from working sessions can be reviewed and approved at the next CLC working session or public meeting, dependent on which comes first. All meeting minutes will be approved by the CLC as a group in a face-to-face or conference call.
- Minutes will be circulated for review by the CLC members within 2 weeks of the meeting date. CLC members will have 1 week to provide comments. The reviewed minutes will then be posted on the Cedar Point website and clearly marked as “Draft” until such time they are approved by the CLC.
- Another CLC working session will be scheduled in the next 2 weeks to discuss communication and how the CLC will work with the project and the public to share information in both directions
- The CLC will be composed of up to 15 community members. Currently, there are 8 members. Additional new members will be welcomed on a first come, first served basis with no vetting process until the group has reached its limit.
- The CLC meetings/working sessions will be facilitated by a third party and all administrative tasks will be managed by Suncor (facility booking, agendas, minutes, etc.)

Actions and responsibilities

Action	Responsibility	Deadline
Circulate revised Terms of Reference for final review	Curt Hammond	April 24, 2015
Schedule working session #2	Jocelyn Kelln	May 1, 2015
Circulate meeting minutes for review	Jocelyn Kelln	May 5, 2015
Review draft meeting minutes	CLC members	May 11, 2015

Next meeting

TBD