



TERMS OF REFERENCE – ENVIRONMENTAL STEWARDSHIP COUNCIL

1. SCOPE

The management of Canadian Nuclear Laboratories (CNL) values and respects the communities' interests in and expectations of the operational activities of the Chalk River Laboratories. In this regard, and in keeping with our Public Information Program of transparent information sharing, CNL has established an Environmental Stewardship Council (ESC) for the Chalk River Laboratories (CRL) site. The Council will provide more opportunities for face-to-face meetings and will build an enhanced working relationship through effective two-way dialogue. Council Members will be informed about and updated on activities that could have an impact on their communities. Council Members will voice their opinions to CNL management on these activities, and will be kept apprised of the company's proposed actions on issues that are raised.

This document defines the objectives and mandate of the Environmental Stewardship Council, the responsibilities of its members, and the process for carrying out their duties. The document includes the membership and recognized Observers (Appendices A and B, respectively) and will be updated, as required, by the Secretary.

2. OBJECTIVE

The objective of the Environmental Stewardship Council is to build and maintain a working relationship and create opportunities for open dialogue between community stakeholders and CNL Chalk River Laboratories, in order that decisions taken by site management consider a wide range of community viewpoints.

3. MANDATE

The Environmental Stewardship Council aims to work cooperatively in order to:

- Build an open, productive and positive working relationship;
- Create opportunities for dialogue and feedback;
- Openly discuss a broad range of topics of mutual interest to both CNL and the community;
- Provide advice towards viable solutions in order to improve CNL's environmental and operational performance;
- Recognize, respect and consider the interests of all members;
- Review and advise CNL on their public communications engagement;
- Facilitate community access to accurate and timely information about CNL's business and the Council's undertakings so that stakeholders are better informed;
- Foster the sharing of information with the public; and
- Establish a framework for ongoing and consistent two-way interactions with community stakeholders to discuss CNL's business as it relates to environmental protection, as well as health and safety, economics and social effects, as applicable.



4. MEETING FACILITATION

To ensure that the interests of the Council are served, without bias, CNL will contract the services of an experienced Facilitator to coordinate and advise on matters brought forward to the Environmental Stewardship Council. CNL will provide administrative personnel to support this process.

5. MEETING PROCESS

5.1 Membership

Members will be drawn from local communities and may include local environmental organizations. To ensure that the Council is representative of community opinion, membership will be as broad as possible, within the limits set by Council effectiveness.

Based on their desire to participate, the membership of the Environmental Stewardship Council includes those noted in Appendix A. This list will change as agreed by the Council.

A Member is defined as the organization, not the individual representative.

5.2 Changes in Membership

A general review of membership will be conducted by the Environmental Stewardship Council, as required. Changes to the membership will be determined by consensus.

5.3 Attendance

Consistency is important to discussion. If repeated absence occurs, and the ability of the group to successfully meet its mandate is impacted, the Council may ask the Member to reassign a representative to the Council, or to withdraw. Members are encouraged to nominate a standing alternate.

5.4 Frequency of Meetings

The Environmental Stewardship Council will be expected to meet a minimum of three (3) times per year. Additional meetings will be held on an as needed basis.

The quorum required to hold a valid Council meeting is a majority of the public members.

5.5 Observers

There are three types of observers that are involved with the Environmental Stewardship Council: official observers, alternative delegates and members of the public.



1. OFFICIAL OBSERVERS

There are three listed Official Observers:

- i) Canadian Nuclear Safety Commission (CNSC)
- ii) Atomic Energy of Canada Limited (AECL)
- iii) Algonquins of Pikwakanagan

2. ALTERNATE DELEGATES

Some ESC member organizations have designated alternative delegates to the ESC. In order to ensure continuity of involvement in the business of the Council, alternates may attend from time to time along with their primary representative. In this situation, alternates will sit with their primary representative and participate in the proceedings through their representative.

Member organizations will arrange with the ESC Recording Secretary, one week prior to scheduled meetings of the Council for attendance at ESC meetings. A maximum of two such attendees will be approved per meeting, on a first come, first served basis.

3. MEMBERS OF THE PUBLIC.

Representatives of public groups may apply to the ESC to attend a meeting as an observer. Application is by letter, addressed to the ESC Secretary, to be received fourteen days prior to an ESC meeting. The letter should state, briefly, the organization that the observer represents (if any); as well as the interests of the person/organization in attending a meeting of the ESC.

The ESC Secretary will provide members of the ESC with a list of applicants for observer status at a subsequent meeting, along with the regular meeting materials, including name of the person requesting observer status, organization (if any), location, and interest (if specified) and date request received.

Council will review applications and make selection on the following criteria:

- i) Relevance of the application to the defined area of involvement of the Council.
- ii) Date of application.

Council will invite up to three members of the public who apply for observer status to each meeting. In the event that more than three applications are received for a specific meeting, those names not accepted for the next meeting will be brought forward to the list of applicants for the subsequent meeting.

In the event that the meeting is held on CNL property, the Council will defer decision-making on the possibility of observer attendance to CNL, whose security rules may preclude additional participants.

After approval of Observer status by the Council, the ESC Secretary will advise Observers of the date, time and place of ESC meetings at which they are invited to observe and in that letter, include information about the role of the Observer.



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Public Observers play a passive role at ESC meetings. There will be two periods in the meeting when Observers are encouraged to ask questions or make comments, before the lunch break and during the afternoon after the completion of presentations.

Other groups may request observer status. Status is to be determined at the discretion of the Council.

6. ROLES AND RESPONSIBILITIES

6.1 CNL

CNL will:

- Provide operating and scientific expertise from internal resources to support the work of the Council;
- Provide all aspects of administrative support to the Council;
- Participate in discussions in order to meet the objectives of the Council and to consider Council inputs and proposed approaches and ideas;
- Develop and distribute feedback forms at the beginning of each meeting in order to solicit comments from the Council on the tone, objectivity and content of communications and to evaluate the effectiveness of the meetings;
- Provide feedback on progress and decisions taken;
- Cover the contractual expenses for the Facilitator and ESC meetings;
- Ensure all questions raised by Council Members are appropriately reflected in the Notes of Meetings;
- Maintain a current action list; and
- Post, at least, the last three years ESC Meeting Agendas and Meeting Notes on CNL's external website.

On occasions when the advice and recommendations of Council are not accepted, CNL will provide the Council with the reasons for his/her decisions.

6.2 Facilitator

The Facilitator will:

- Facilitate all meetings;
- Contact Council Members as needed;
- Provide assistance to presenters in order that presentation materials are understandable, free of industry jargon and in line with the needs of the members;
- Prepare reports, as applicable, with direction from Council Members (this would include, for instance, an annual report of progress);
- Ensure all points of view given are appropriately reflected in the Notes of Meetings;
- Work with the Council to maintain a plan. Key priorities should be identified and a timeline given for each issue proposed for discussion; and



- Provide a “wrap-up” statement of accomplishment at the end of each meeting.

6.3 Chair

6.4 Members

All members of the Environmental Stewardship Council will be considered equals. Members will be expected to be active participants to ensure that the position of the organization they represent is understood.

The Members will:

- Provide advice and recommendations to CNL;
- Respectfully represent their respective areas of expertise and/or roles in the community as it relates to the mandate outlined in Section 3; and
- Regularly communicate any relevant information to their stakeholders.

7. COMMUNICATION

Broad-based discussions and recommendations will be reflected in the Notes of Meetings. Comments made during discussion will not be attributed to a particular person or group unless specifically requested. The Notes provided will be a summarized version of the discussion.

Notes will be kept and approved by the Council at the next meeting. Once approved, Notes will be made public via CNL’s external website.

The Council must approve all public communications associated with Council business prior to release.

8. EXPENSE REIMBURSEMENT

Council membership is voluntary; members will not be reimbursed for time spent working on Council activities. However, CNL will provide travel allowance for those ESC members travelling a distance of greater than 100 KM one-way to attend scheduled meetings of the Council. This expense will be paid in accordance with CNL’s mileage guidelines.

9. CONFIDENTIALITY

In order to protect CNL’s business position and its technology, there may be times certain information will be considered confidential. At those times, CNL will specify which audiences should be allowed to receive the information and for what length of time the information must remain confidential. Council Members will be allowed to decide whether they wish to receive the information or, alternatively, choose to withdraw. If they decide to receive the information, they will be required to respect the confidentiality of the information for the length of time indicated. Meetings where confidential information will be presented or discussed will be in camera.



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10. CONFLICT OF INTEREST

Members are required to identify all issues with which they may have a conflict of interest. The Environmental Stewardship Council will then have responsibility for reviewing these issues and deciding whether a conflict exists and the member should be excused from the discussion and/or vote.

11. APPENDICES

- A. Environmental Stewardship Council Membership
- B. Official Observers

Appendix A

Environmental Stewardship Council Membership

Based on their desire to participate, the Environmental Stewardship Council will generally comprise:

| Role | Member |
|-------------|--|
| Facilitator | Facilitator - Public Dialogue Alternatives |
| Member | Garrison Petawawa |
| Member | City of Pembroke |
| Member | Concerned Citizens of Renfrew County |
| Member | Deep River Horticultural Society |
| Member | Four Seasons Conservancy |
| Member | Municipalité régionale de Comté de Pontiac (MRC) |
| Member | Old Fort William Cottagers' Association |
| Member | Ottawa River Keeper |
| Member | Parkline Sportsmen Club |
| Member | Pembroke and Area Field Naturalists |
| Member | Petawawa Research Forest |
| Member | Renfrew County Council |
| Member | Town of Deep River |
| Member | Town of Laurentian Hills |
| Member | Town of Petawawa |
| Member | Upper Ottawa Valley Chapter of Ducks Unlimited |
| Member | Métis Nation of Ontario |



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| CNL Member | President and CEO |
| CNL Member | Vice President, Decommissioning and Waste Management |
| CNL Member | General Manager, Health, Safety, Security & Environment (HSSE) |
| CNL Member | Director, Corporate Communications |
| CNL Member | Communications Officer - <i>Acts as ESC Secretary</i> |
| CNL Member | Director, Waste Management & Environmental Remediation |
| CNL Member | Senior Director, Compliance |
| CNL Member | Environmental Scientist, Environmental Technologies Branch |
| CNL Member | Environmental Program Authority |
| CNL Member | Decommissioning Waste Management Communications Officer |

Appendix B

Official Observers

(As of 2016 October)

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| Canadian Nuclear Safety Commission |
| Atomic Energy of Canada Limited (AECL) |
| Algonquins of Pikwakanagan* |

*Prefers an Observer seat versus a member seat