

Appendix A

Willingness Study Workbook

Willingness Study Consultation Workbook

Shaping the Process to Determine Willingness



How to Contact Us:

southbruceswitchboard.ca

WillingnessStudy@ghd.com

1-833-583-2613

We recognize the traditional territory of the Saugeen First Nation and the Chippewa of Nawash First Nation on which the Municipality of South Bruce is situated, as well as recognize the Métis people and other Indigenous people who have called this land home. The Municipality of South Bruce shares a commitment to stewardship of the land and protection of the natural environment in this territory.

GHD, an independent consulting firm, is conducting the Willingness Study on behalf of the Municipality of South Bruce and its South Bruce Nuclear Exploration Project Team.



How to Use This Workbook

You are welcome to complete this workbook on your own or with your family and submit it to the consultation team by the deadline of **Friday, Aug. 13, 2021**.

In 2012, the Municipality of South Bruce voluntarily entered the Nuclear Waste Management Organization (NWMO) site selection process to manage Canada's used nuclear fuel. It is one of two remaining communities participating in the process. South Bruce is looking for residents' input on how to determine our community's willingness to host NWMO's Project, which includes the deep geological repository, a Centre of Expertise, and additional above-ground facilities.

Determining our willingness to host the Project may be the single biggest decision our Council will ever make. This starts with deciding how we want willingness to be determined. Before we decide whether this Project is right for South Bruce, we need to decide how we, as a community, will make that decision.

Thank you!

Your feedback is important. Providing your input does not mean you support or do not support the project. All South Bruce residents and ratepayers are welcome to participate.

Attend one of our interactive, drop-in workshops

As of July 10, 2021, we have held 6 virtual community workshops. With the provincial COVID-19 re-opening plan, we are adding the following in-person workshops:

Mildmay Pavilion (130 Elora St.)	Wed. July 28, 4 p.m. - 8 p.m.
Formosa Recreation Centre (15 Community Dr.)	Thurs. July 29, 10 a.m. - 2 p.m.
Teeswater Pavilion (12 Hillcrest St. E.)	Thurs. July 29, 3 p.m. - 7 p.m.

*Sessions run every hour and a short, introductory presentation will be given at the top of each hour. Spaces are limited. RSVP to secure your spot at WillingnessStudy@ghd.com, by calling **1-833-583-2613** or registering at the workshop.*

COVID-19 protocols will be followed.

How to Use This Workbook

Complete this Workbook on your own or with your family ...

You are welcome to complete this workbook on your own or with your family and submit it to the consultation team:

By Mail:

Municipality of South Bruce
PO Box 540
Teeswater ON
N0G 2S0

By E-mail: WillingnessStudy@ghd.com

At a Municipal Drop Box:

- Municipal Office at 21 Gordon St. E., Teeswater
- Mac's Convenience Store at 57 Elora and First Street
- Mildmay Library at 51 Elora St., Mildmay
- Teeswater Library at 2 Clinton St. S., Teeswater

Please complete and return this workbook by **Friday August 13, 2021**.

All South Bruce residents and ratepayers are invited to participate. Please provide your name and contact information to confirm resident/ratepayer status:

Name (required):

Address (required):

Telephone number (required):

Email address:

Community organization (affiliation) if any:

Check this box if you wish to receive e-mail updates regarding the Willingness Study

The collection, retention, disclosure and destruction of personal information by GHD on behalf of the Municipality of South Bruce will be conducted in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. The minimum amount of personal information is collected and used only for the purpose in which it is collected. Responses and comments received during the Willingness Study will be documented and reported to the public and South Bruce Council. Personal information, including names, addresses, telephone numbers and email addresses, will not be publicly disclosed.

About the Project and Willingness

Your Participation Matters

By completing this workbook, you are providing your own feedback on **how** our community's willingness to host the Project should be determined. Providing input during this consultation process does not mean you are voicing your support or opposition for NWMO's project.

The Project

The Municipality of South Bruce is one of the final two potential sites the NWMO is considering for a deep geological repository to store Canada's used nuclear fuel including a Centre of Expertise and other facilities. The NWMO process includes technical studies to confirm if the site can safely secure the used nuclear fuel. The Municipality will also determine whether or not the community is willing to host the Project.

For the Municipality of South Bruce, determining our willingness may be the single biggest decision our Council will ever make. That starts with deciding how we want willingness to be determined. This reflects the Guiding Principle #9 developed to reflect the community's request to have a say in how a decision is made:

"The Municipality will, in collaboration with community members, develop and establish an open and transparent process that will allow the community to express its level of willingness to host the Project."

Council is seeking broad input from residents and ratepayers to inform how the community's willingness will be determined.

Council Decision and Next Steps

Resident input is critical in shaping how willingness is determined. Consultation results will be communicated to Council in November 2021. After reviewing the public feedback, Council will decide the process for how community willingness will be determined. Based on the community's input, Council will measure willingness beginning in 2022.

South Bruce path to measuring community willingness



GHD's Role and Consultation Commitment

The Municipality hired GHD, an independent community engagement consultant, to facilitate an open, transparent, and inclusive consultation process with South Bruce residents.

It is important that those gathering the public feedback do so objectively and without a vested interest in the outcome.

GHD is committed to providing a safe space for residents to provide meaningful input through an open, transparent and inclusive process.

GHD commits to providing:

- The information you need to participate;
- The opportunity to participate; and,
- A space where a diversity of perspectives is respected and heard

As members of the International Association of Public Participation (IAP2), GHD's community engagement specialists hold themselves accountable to the IAP2 Code of Ethics:



IAP2 Code of Ethics

Purpose: We support public participation as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision-making body.

Role of Practitioner: We will enhance the public's participation in the decision-making process and assist decision-makers in being responsive to the public's concerns and suggestions.

Trust: We will undertake and encourage actions that build trust and credibility for the process among all the participants.

Defining the Public's Role: We will carefully consider and accurately portray the public's role in the decision-making process.

Openness: We will encourage the disclosure of all information relevant to the public's understanding and evaluation of a decision.

Access to the Process: We will ensure that stakeholders have fair and equal access to the public participation process and the opportunity to influence decisions.

Respect for Communities: We will avoid strategies that risk polarizing community interests or that appear to "divide and conquer."

Advocacy: We will advocate for the public participation process and will not advocate for interest, party or project outcome.

Commitments: We ensure that all commitments made to the public, including those by the decision-maker, are made in good faith.

Support of the Practice: We will mentor new practitioners in the field and educate decision-makers and the public about the value and use of public participation.

Discussion Questions

1. What process(es) should be used to determine willingness?

The following are some of the community processes that could be used to measure or determine willingness. These can be used alone or in combination. A vote of Council would be part of any community decision-making process.

- **Advisory Committee** | This could involve the existing CLC or a separate committee established specifically for the purposes of making recommendations to Council.
- **Community Engagement Activities, such as workshops, information sessions, and town hall meetings** | Engagement activities allow for two-way dialogue between residents and with the Municipality. For example, a workshop could be held to ask the community if the 36 Guiding Principles have been addressed.
- **Community Panel** | This usually involves a group of approximately 40 randomly selected residents meeting over several days or months to examine an issue, reach consensus, and make recommendations to Council.
- **Opinion Polls and Surveys** | Opinion polls and surveys can be used to obtain opinions from a sample of people, usually with the intention of generalizing the results to a larger population. Respondents are typically identified at random and surveys can be conducted by telephone, mail or in-person.
- **Public Referendum** | In Ontario, the *Municipal Elections Act, 1996* outlines specific requirements for a referendum. A referendum could be held during the next regular municipal election in October 2022, or as a standalone vote in 2023 or later. For a referendum to be binding, at least 50% of eligible municipal voters must cast a vote on the question, and more than 50% of those votes must be in favour of the decision.
- **Vote of Council** | The Council of the Municipality of South Bruce would vote on whether the community is willing to host the Project. Council consists of seven members, including Mayor, Deputy Mayor and five Councillors.

This list, presented in alphabetical order, are some examples of the processes that can be used and is not exhaustive. Additional information about the processes listed above is included in Appendix B.

Discussion Questions (Continued)

What types of processes do you prefer and why?

What types of processes do you dislike and why?

Do you have other suggestions on how willingness could be determined?

Your Feedback

GHD and South Bruce are committed to continuous improvement of this consultation process. We welcome your feedback on this workbook. Please rate the following:

Statement type	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
I understand the purpose of this consultation					
I found the information in this workbook clear					
I found the information in this workbook helpful					
I believe I am contributing to the decision-making process					
I was given sufficient opportunity to contribute					

Comments on this workbook and the consultation process:

Thank you for taking the time to complete this workbook and participate in this important engagement process. Your feedback is extremely valuable as we work toward determining whether this Project is right for South Bruce.

Additional Ways to Participate

You can drop off your completed workbook by the deadline of **Friday, Aug. 13, 2021**:

By Mail:

Municipality of South Bruce
PO Box 540
Teeswater ON
N0G 2S0

By E-mail: WillingnessStudy@ghd.com

At a Municipal Drop Box:

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- Mildmay Library at 51 Elora St., Mildmay
- Teeswater Library at 2 Clinton St., S., Teeswater

There are many ways to have your say. All South Bruce residents and ratepayers are invited to participate.

Tuesday Talks

Join an informal drop-in discussion by phone, computer or your mobile device. Ask questions, share your thoughts, discuss with your neighbours.

Saturday, Aug. 10, 6 p.m. to 7 p.m.

Saturday, Sept. 7, 6 p.m. to 7 p.m.

Each session is limited to 10 participants.

Advanced registration requested (email WillingnessStudy@ghd.com or call 1-833-583-2613). Additional sessions may be added based on demand.

Host a Mini-Workshop with Your Group

Do you belong to a community club, organization, church, service group, social club, or local business? Let us come to you. We'll come to one of your meetings and facilitate a mini-workshop. Contact GHD to arrange.

Stay Connected!

To speak with a member of GHD's consultation team directly or provide your input, call us toll-free, 1-833-583-2613 or email WillingnessStudy@ghd.com. Consultation event updates will be posted to www.southbruceswitchboard.ca

Appendix A: An Overview of the Site Selection Process

The NWMO is seeking a site that is safe for people and the environment, with a willing host community. The process began more than a decade ago. In parallel with the NWMO, the Municipality of South Bruce and the Saugeen Ojibway Nation (SON) are doing their own independent work to evaluate the project. For example, while the NWMO is testing the water and land, the Municipality is working with third-party experts to independently review the results.

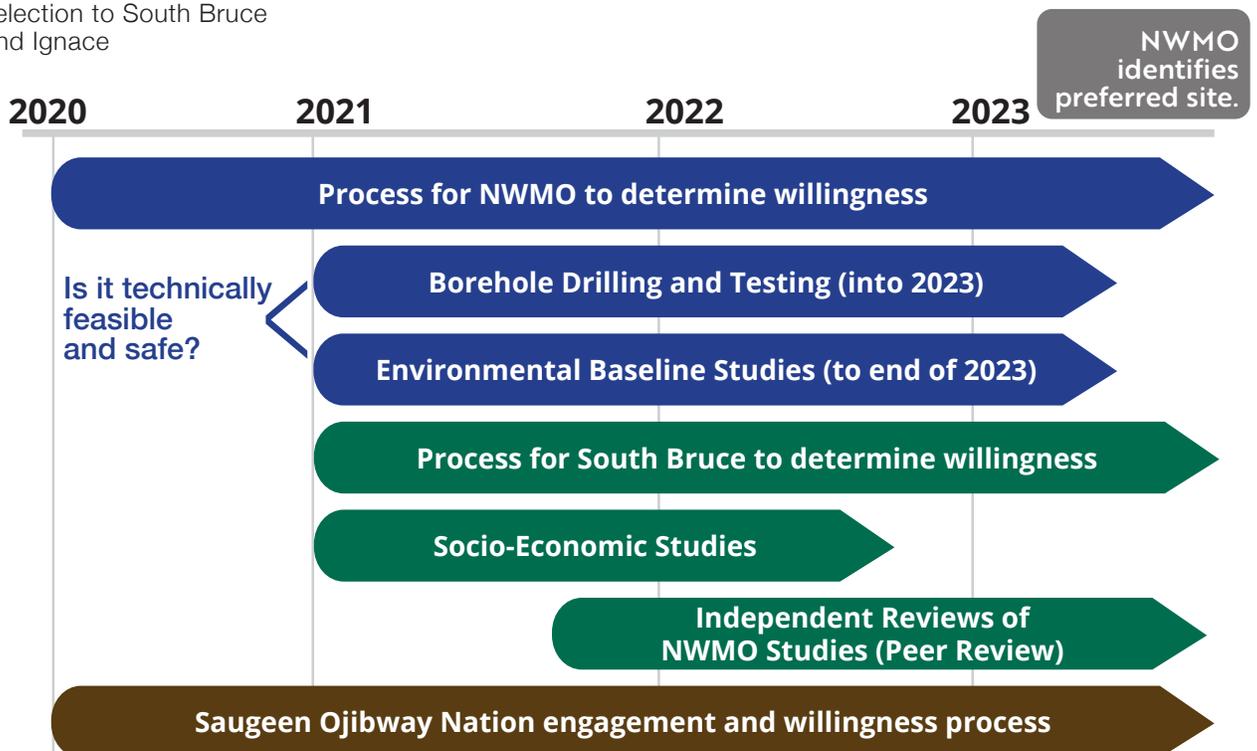
The NWMO will select the site based on:

1. Is it safe for the environment and people?
 - Borehole testing and various environmental studies
2. Is the community willing to move into the next stage of the regulatory process?
 - South Bruce must express its willingness to continue with the process
 - SON must express willingness to continue with the process
 - NWMO must determine that the community is willing to continue with the process

After the NWMO identifies a preferred site, it will move forward to a multi-year, detailed site characterization program and a federal review process, including a federal impact assessment and licensing applications processes.

NWMO Site Selection Timeline

NWMO narrows the site selection to South Bruce and Ignace



Appendix B

Why consider different ways to determine willingness? Why consult the community on what process to use?

There are multiple ways willingness could be determined. These can be used alone or in combination. Community decision-making processes should reflect the values and priorities of the community. This includes the process we will use to determine South Bruce's willingness. Council's objective is to ensure the process to determine willingness reflects the values and priorities of the South Bruce community. More information about the processes presented on page 6 is outlined below:

More about advisory committees ...

- Advisory committees are Committees of Council who provide advice and recommendations of Council.
- For determining willingness, the Adaptive Phased Management Community Liaison Committee (CLC), formed in 2013, could provide a recommendation to Council or a separate committee could be established specifically for this purpose.
- Committees are made up of volunteer citizens and Council representatives. The CLC is made up of five residents, up to two Members of Council, and two student members. Residents interested in sitting on the CLC submit an expression of interest to the Municipality.
- Advisory committees have terms of reference governing its membership, mandate and how it makes decisions. In South Bruce, this is subject to the [*Council Procedures By-Law 2017-98*](#).
- The mandate of the CLC is as follows:
 - To engage, educate, and listen to the community of South Bruce regarding the NWMO's Site Selection Process.
 - To gather technical and social research and information related to the NWMO's Site Selection Process.
 - To provide advice to the Council of the Municipality regarding the NWMO's Site Selection Process and Adaptive Phased Management.

More information about the CLC is available on www.southbruce.ca

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More about community engagement activities...

- Community engagement activities are an opportunity for residents to ask questions, discuss a topic with each other and Municipal staff.
- Some formats, such as workshops, allow for in-depth discussion of a topic. For example, a workshop could be held to ask the community if the 36 Guiding Principles have been addressed.
- Other formats, such as open houses and information centres, are better suited to learning about a topic and asking questions. These engagements can take place in-person or virtually.
- Often multiple events are held and participants can provide comments by phone and email as well.
- Engagement activities are more open-ended, resulting in a broad range of input. They are less suitable for aggregating and analyzing response data similar to a survey.



Workshop Facilitated by GHD

More about community panels...

- Community panels start with randomly selecting a group of residents that will broadly represent the population at large. Community panels are usually made up of about 40 residents.
- Community panels have a clearly defined mandate and specific questions they are answering.
- Once assembled, the community panel would meet for a few days. They may meet once or several times depending on the complexity of the issue.
- The community panel will examine an issue, reach consensus, and develop recommendations. The community panel may host their own public consultation process and/or hear from subject matter experts.
- Community panels have been used throughout Ontario to deliberate on local issues such as municipal amalgamation, local planning issues, and strategic policies. You can find examples of projects using community panels at www.masslbp.com.

Appendix B

More about opinion polls and surveys...

- Opinion polls and surveys are used to obtain opinions from a sample of people with the intention of generalizing the results to a larger population. In these cases, respondents are identified at random. An example of this are telephone polls.
- A survey can be available to the entire population sent via mail or available online.
- Surveys can be conducted in person by going door-to-door or at locations throughout the community.
- The same survey questions are asked to everyone, which means responses can be analyzed as a group.
- Questions should be clear, easy to answer, and not open to different interpretations.
- Opinion polls and surveys are one-way consultation, which means respondents don't have the opportunity to discuss the questions with the surveyor or other respondents. Surveys can be conducted several times to see how opinions change over time.
- Sometimes a combination of survey methods is used.
- Opinion polls and surveys you may be familiar with include [NWMO's community surveys](#) and [OPG's community poll in Kincardine in 2005](#).



More about public referendums...

- A referendum involves putting a specific question to a public vote. In Ontario, municipal Councils have limited authority over how a referendum is held. *The Municipal Elections Act, 1996* outlines specific requirements on how a vote is to be conducted and the circumstances under which the result is binding.
- Only a matter that is within municipal control can be put to a public referendum - and it must be a clearly stated “yes” or “no” question. For example, a DGR is licensed federally, so approval of such a facility could not be put to a municipal vote. However, an appropriately phrased question on the community's interest in continuing to participate in the site selection process could be placed on a ballot. Questions may be appealed to the province's Chief Electoral Officer, only on the grounds that the phrasing is not clear or neutral, or if it is a simple “yes” or “no” question.
- Municipal Council or the Minister of Municipal Affairs have the authority to put a referendum question on a ballot. Local boards can also propose a referendum question over a matter within their control.

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- If a referendum question is to be voted on during a regular municipal election, it must be finalized six months before the election date. For example, for the October 2022 municipal election, Council must finalize a question by March 2022.
- A referendum question can be voted on outside of a regular municipal election but is subject to several different timing restrictions and requirements. Due to these restrictions and requirements, it would not be feasible to plan for a referendum in 2021 or 2022 outside of the regular municipal election in October 2022. The referendum could be held as standalone vote in 2023 or later.
- Ontario election law is specific about whether the result is binding on Council. At least 50% of eligible municipal voters must cast a vote on the question, and a majority (more than 50%) of those votes must be in favour of the decision for it to be binding. Once a referendum is held, the same question cannot be put on a ballot again for four years.
- For a recent report to Council on referendums, view [Report 8.5.1 in the March 23, 2021 South Bruce Council Agenda Package](#).

More about a vote of Council...

- Municipal Councils represent the public and consider the well-being and interests of the community.
- South Bruce Council consists of seven members of the community, including Mayor, Deputy Mayor and five Councillors.
- Elections are held every four years to elect Council members.
- The role of Municipal Councils is outlined in **Section 224 of the Municipal Act:**
 - o to represent the public and to consider the well-being and interests of the municipality;
 - o to develop and evaluate the policies and programs of the municipality;
 - o to determine which services the municipality provides;
 - o to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
 - to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
 - o to maintain the financial integrity of the municipality; and
 - o to carry out the duties of council under this or any other Act.