**SLOWPOKE Decommissioning**

**Community Consultation Plan**

Status Update - April 3, 2017

**SLOWPOKE Decommissioning**

**ROLLOUT**

**Ongoing activities:**

* Board Safety, Health and Environment Committee: Associate Vice President (Operations and Maintenance) to provide updates.
* PEC – O Round Table meetings: Vice President, Facilities and Operations to provide update as necessary. Meetings take place generally every Thursday morning.
* Dean’s Council: Vice President, Facilities and Operations to provide quarterly update beginning in October 2016.
* GFC: Vice President, Facilities and Operations to provide update
* Review and update PIDP website as necessary
* Record any communications activities – media inquiries, questions from general public etc..

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| **2016 Timeline**  | **Details** | **Completion Details** |
| May | * Further develop community consultation clan with messaging and updating *Tasks and Units* responsibilities and *Rollout* plan.
 | * Completed.
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| June | * Develop brochure for distribution at all internal and external engagement opportunities.
* Finalize community consultation plan.
 | * Completed.
* Community Consultation Plan submitted.
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| July | * Schedule Vice President, Facilities and Operations for Dean’s Council and GFC 2016/2017 meetings.
 | * Completed.
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| August |  |  |
| September | * Update UA/CC on project and community consultation plan and provide information for community communication tools.
* Implement community consultation plan.
* Vice President, Facilities and Operations to provide information on decommissioning plan to GFC (provide brochure, website and contact information).
* Associate Vice President (Operations and Maintenance) to provide project update to Board Safety, Health and Environment Committee.
* Plan and promote October community wide open house.
 | * UACC meeting took place on September 22, 2016. Meeting notes completed.
* Implemented community consultation plan.
* Vice President, Facilities and Operations provided project update to GFC on September 26, 2016. Minutes to be approved at November, 2016 GFC meeting. Brochure was provided.
* Associate Vice President (Operations and Maintenance) provided project update to Board Safety, Health and Environment Committee (standing agenda item).
* Planned October community wide open house.
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| October | * Vice President, Facilities and Operations to provide information on decommissioning plan to Dean’s Council (provide brochure, website and contact information).
* Community wide open house mid-October.
 | * Vice President, Facilities and Operations provided project update to Dean’s Council on October 5, 2016. Brochure was provided.
* Community wide public information meeting took place on October 6, 2016. All identified audiences and all communication tools were implemented.
* Special meeting with staff of Provincial Exam Centre took place morning of October 6, 2016.
* Completed October 6, 2016 public information meeting evaluation summary report and submitted to Project Manager.
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| November | * Complete public information meeting evaluation summary report and submit to Project Manager.
* Associate Vice President (Operations and Maintenance) to provide project update to Board Safety, Health and Environment Committee.
 | * Summary report of questions received from public members whom attended October 6, 2016 public information meeting completed and submitted to Project Manager.
* Summary report of special meeting with staff of Provincial Exam Centre completed and submitted to Project Manager.
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| December | * Develop plan for posting information about activities undertaken to date on website. The information posted will also fulfill requirements for PIDP. To be approved by Project Manager prior to posting.
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| **2017 Timeline**  | **Details** |  |
| January | * Vice President, Facilities and Operations to provide information on decommissioning plan to Dean’s Council (provide brochure, website and contact information).
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| February |  |  |
| March | * Vice President, Facilities and Operations to provide information on decommissioning plan to GFC (provide brochure, website and contact information).
* Associate Vice President (Operations and Maintenance) to provide project update to Board Safety, Health and Environment Committee.
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| April | * Update UA/CC on project and community consultation plan and provide information for community communication tools.
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| May | * Vice President, Facilities and Operations to provide information on decommissioning plan to Dean’s Council (provide brochure, website and contact information).
* Provide update to Provincial Exam Centre prior to site work commencing to ensure understanding of timeline and work schedule.
* Associate Vice President (Operations and Maintenance) to provide project update to Board Safety, Health and Environment Committee.
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| June |  |  |
| July |  |  |
| August |  |  |
| September | * Update UA/CC on project and community consultation plan and provide information for community communication tools.
* Vice President, Facilities and Operations to provide information on decommissioning plan to Dean’s Council (provide brochure, website and contact information).
* Associate Vice President (Operations and Maintenance) to provide project update to Board Safety, Health and Environment Committee.
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| October |  |  |
| November | * Vice President, Facilities and Operations to provide information on decommissioning plan to GFC (provide brochure, website and contact information).
* Associate Vice President (Operations and Maintenance) to provide project update to Board Safety, Health and Environment Committee.
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| December | * Project completion.
* Provide information piece to all identified stakeholders regarding the completion of the project.
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