

Canaport Community Environmental Liaison Committee



Photograph taken in August 2010

*Annual Report
January - December 2010*

During 2010, the Canaport Community Environmental Liaison Committee (CCELC) met monthly from January to June, before switching to quarterly meetings in the second half of 2010. The goal of the meetings is to provide updated information, discuss issues, and to identify potential ways to address or alleviate any concerns related to the operation of the Liquefied Natural Gas (LNG) Marine Terminal and Multi-Purpose Pier (Project) in Saint John, New Brunswick.

The liaison committee has grown to include 19 members since it was first formed in 2002 by Irving Oil Limited for the purpose of informing individuals, interest groups, local residents, government, and other stakeholders about the Project and involving them in the public consultation plan. The expansion of the CCELC was required by Condition 12 of the Environmental Impact Assessment (EIA) Approval for the Project. The CCELC has adopted official “Terms of Reference” which reflect the goals and commitments of the committee.

This report provides a summary of CCELC activities from January 2010 to December 2010, as required by the Committee’s Terms of Reference. The CCELC Yearly Report includes the Terms of Reference for the Committee, a list of members, meeting dates, presentations, guest speakers, resources, minutes, summary of construction/operation highlights, and a Table of Action Items.

Additional and supplemental information on the CCELC can be obtained by one of the following means;

- direct contact with one of the CCELC members;
- electronically through the CCELC minutes (refer to page 6); and/or
- by contacting Canaport LNG or Fundy Engineering.

A sincere thank-you on behalf of the committee to all resources including Canaport LNG (Repsol YPF), Irving Oil Limited, Fundy Engineering, the New Brunswick Department of the Environment, Department of Fisheries and Oceans, Environment Canada, the City of Saint John, Tel-Av, and the Red Head United Church for the provision of their staffing and facilities for the preparation of this report and/or conduct of the CCELC monthly meetings.

Table of Contents

<i>Summary</i>	<i>i</i>
<i>Table of Contents</i>	<i>ii</i>
<i>Terms of Reference 1 of 3</i>	<i>1</i>
<i>Terms of Reference 2 of 3</i>	<i>2</i>
<i>Terms of Reference 3 of 3</i>	<i>3</i>
<i>Members</i>	<i>4</i>
<i>Meeting Dates</i>	<i>5</i>
<i>Presentations</i>	<i>6</i>
<i>Minutes</i>	<i>7</i>
<i>Resources 1 of 3</i>	<i>8</i>
<i>Resources 2 of 3</i>	<i>9</i>
<i>Resources 3 of 3</i>	<i>10</i>
<i>Summary of Construction Highlights 1 of 2</i>	<i>11</i>
<i>Summary of Construction Highlights 2 of 2</i>	<i>12</i>
<i>Table of Action Items</i>	<i>13</i>
 <i>Appendix 1 - Library of Reference Documentation as of December 2010</i>	

Terms of Reference 1 of 3

The Terms of Reference (TOR) were created by the CCELC members, and were accepted as the official Terms of Reference in June 2005. The TOR describes the mandate and membership of the Committee, the resources that may be required, and reporting and communication practices.

Committee Mandate:

“To provide an equitable forum to share information and provide community input and recommendations regarding effective mitigation and effective monitoring of health and safety, community and environmental effects of the Project.”

Committee Membership:

Membership of the Canaport Community Environmental Liaison Committee is voluntary and will reflect the diversity of local interests in the operation of the Canaport LNG Terminal. Committee Members will include:

- Residents of the Red Head Area;
- Residents of greater Saint John area;
- Fundy North Fishermen’s Association;
- Saint John Board of Trade;
- Enterprise Saint John;
- ACAP;
- Canaport LNG employees; and
- Saint John Citizens Coalition for Clean Air

Membership may change to maximize the contribution from the community. Prospective members must be brought forth to and approved by the Committee.

Meetings:

The Canaport Community Environmental Liaison Committee will meet on a regular, scheduled basis. Meetings will normally be held once every month, on the second Monday of that month

NOTE: Following the completion of the third tank and government approval, the committee began meeting on a quarterly schedule in June 2010. The committee at large did not favour the meeting frequency change. The following motions were made as a result:

Motion 62-1: For the Committee to support Canaport LNG's request to go to quarterly meetings with meetings scheduled this year (2010) for June, September, and early December. Plus, with the understanding and commitment from Canaport LNG that if any accident or significant events take place, or any approval made (license, or change of permits, or any permits of any type), a special meeting be held. Also a special meeting shall be held if a concern arises and four members request a special meeting.

Motion 62-2: The members of the Committee request to the Minister of the Environment for the next two years that the frequency of the Canaport LNG CCELC meetings be no less than quarterly, as quarterly is the current practices of other liaison committee (e.g., Coleson Cove, Irving Refinery, Brunswick Pipeline).

Minutes will be prepared for all meetings of the Committee and will be circulated to Committee members one week in advance of the next meeting. Minutes will be reviewed and approved at the start of each meeting of the Committee. Once approved, the minutes will be posted on the Canaport LNG website.

Resources:

Canaport LNG and Irving Oil representatives will attend meetings of the Committee as necessary to provide information to assist the Committee in fulfilling its mandate.

Representatives as per the EIA agreement and other municipal, provincial and federal government departments may be invited to attend meetings of the Canaport Community Environmental Liaison Committee (as resources), when their attendance would facilitate the understanding and work of the Committee.

Canaport LNG will consider funding requests for other resources to be made available to the Committee to assist the Committee in fulfilling its mandate.

Canaport Community Environmental Liaison Committee members will not be compensated for their time but will be reimbursed for reasonable expenses providing prior approval has been obtained from the Chairmanship for these expenses.

Reporting:

The Canaport Community Environmental Liaison Committee will prepare an annual report of its activities. Copies of the annual report will be provided to Irving Oil Limited, the City of Saint John, Provincial Ministries of Energy, Environment and Local Government, other affected stakeholders and will be made available to Committee members and the public.

Communication:

Members of the Community Environmental Liaison Committee will conduct their communications in a manner that is respectful of individuals and differing points of view.

Members of the Community Liaison Committee are encouraged to communicate information shared and discussed at Committee meetings within the community unless information has been identified as confidential.

The Committee will work towards consensus but dispute resolution will be made by majority vote of the Committee Members present at that time.

Members

The following is a list of CCELC members who have participated in the Committee throughout the year 2010, their association, and their current member status as of December 2010.

Committee Members	Association	Current Status
Armstrong, Carol	Resident	Active
Armstrong, Stu	Resident	Resigned
Brown, Alice	Resident	Active
Court, Ivan	Mayor of Saint John	Active
Dalzell, Gordon	SJ Citizens Coalition for Clean Air	Active
Debly, Teresa	Resident	Active
Forsythe, Fraser	Co-Chair (Canaport LNG)	Active
Garnett, Vern	SJ Citizens Coalition for Clean Air	Active
Griffin, Dennis	Resident	Resigned
Griffin, Glenn	Resident	Active
Hunter, Roger	Resident	Active
Johnston, Jan	Resident	Active
Kumar, Hermant	Enterprise Saint John	Active
Mackinnon, Claude	ACAP Representative	Active
McNeill, Pam	Resident	Active
Perry, Yvonne	Resident	Active
Melvin, Keith	Enterprise Saint John	Resigned
Rogers, Kathy	Member	Active
Smith, Elsie	Resident	Active
Thompson, David	Resident	Active
Thompson, David H.	Fundy Baykeeper	Active
Turner, Rick	Saint John Board of Trade	Active

Meeting Dates

The following are the meetings held throughout the year from January 2010 to December 2010, along with their duration.

Meeting #	Meeting Date	Meeting Time
CCELC #58	11 January 2010	6:02 pm - 8:26 pm
CCELC #59	1 February 2010	6:08 pm - 7:50 pm
CCELC #60	8 March 2010	6:10 pm - 8:00 pm
CCELC #61	12 April 2010	6:10 pm - 8:50 pm
CCELC #62	8 May 2010	6:10 pm - 8:50 pm
CCELC #63	14 June 2010	6:10 pm - 7:35 pm
CCELC #64	13 September 2010	6:05 pm - 9:00 pm
Bus Tour	29 September 2010	
CCELC #65	13 December 2010	6:05 - 8:40 pm

Total Meeting Time: 17 hours and 59 minutes

Presentations

The following presentations were made to the CCELC from January to December 2010.

Presentation Title	Presented By	Details of Presentation	Date
Saint John Port Authority	Capt. John McCann, SJPA Director of Operations & Harbour Master	Capt. McCann gave a presentation regarding the responsibilities of the Saint John Port Authority and its boundaries. The following questions / comments were received during the presentation.	8 Mar. 2010
Traffic Presentation	Crystal Caines, Fundy Engineering	Crystal Caines gave an overview presentation regarding the traffic monitoring that has occurred at Canaport LNG from October 2005 to December 2009	12 Apr. 2010
Emergency Shutdown Procedures	Stephanie More, Spectra Energy	Stephanie More of Spectra Energy provided a presentation on the emergency shut down procedures.	13 Sep. 2010
Brunswick Pipeline	Rob Belliveau, Brunswick Pipeline	Rob Belliveau gave a brief presentation regarding Brunswick Pipeline and answered questions from the committee.	13 Sep. 2010

Minutes

Minutes are recorded for each meeting, submitted to members for review, and receive approval at the following CCELC meeting. CCELC minutes are available electronically by visiting the following link:

- Canaport LNG: www.canaportlng.com

Resources 1 of 3

The following are the different resources that were/are available to the CCELC and include Resource Personnel, Library of Reference Documentation, NBDENV Compliance Officer, Tracking Database and Site Updates.

Resource Personnel:

The following individuals were Resources to the Committee during one or more meetings throughout January to December 2010. These personnel attend meetings to facilitate understanding and the work of the Committee.

Resources	Association
Belliveau, Rob	Brunswick Pipeline
Caines, Crystal	Fundy Engineering
Forsythe, Joel	Fundy Engineering
Harris, Susan	Brunswick Pipeline
Kay, Jennifer	Fundy Engineering
McCann, John	Saint John Port Authority
More, Stephanie	Spectrum Energy
Norton, Erin	Fundy Engineering
O'Brien, Kevin	City of Saint John
Peterson, David	NB Department of Environment
Waugh, Graham	Fundy Engineering

● **Library of Reference Documentation:**

The library of reference documentation is catalogued in tabular format and includes reference material available to the Committee for viewing. The listing of reference documents is updated on a regular basis, and consists of a variety of material including, but not limited to, website references, reports, permits, approvals, public applications, miscellaneous resource materials, videos, etc. The listing of reference material is available at each CCELC meeting upon request. Reference documents are held at the Fundy Engineering office, 27 Wellington Row, Saint John, NB, where they may be viewed. Refer to Appendix I for the Library of Reference Documentation.

● **Environmental Compliance Officers:**

The LNG Project has Environmental Compliance Officers whose duties are to ensure that compliance with permits, and appropriate legislation and commitments made within the Environmental Protection Plan are maintained.

Mr. David Peterson has been appointed as the New Brunswick Department of Environment (NBDENV) Compliance Officers whose responsibilities are dedicated to the LNG Project. Thanks to Mr. Peterson, the Committee is kept up-to-date through verbal Environmental Compliance Status Reports (ECSR). The ECSRs provide information on the status of a variety of environmental applications and approvals, monitoring results, public complaints, and inquiries made to the NBDENV.

Ms. Crystal Caines of Fundy Engineering returned as the Proponent's Environmental Compliance Officer. Ms. Caines performs a variety of monitoring, provides education and awareness to on site contractors in relation to the environment, and conducts site inspections on a regular basis. Ms. Caines and the NBDENV compliance officer work in close association to ensure the environment is continually protected on a long term and day-to-day basis.

● **Tracking Database:**

The Tracking Database is used to track and document compliance with commitments made by Canaport LNG as outlined in the Environmental Impact Statements, along with all other permits and conditions relating to the Project. The Tracking Database is a condition within the Environmental Assessment, and is required to be updated monthly. Currently, the tracking database consists of 943 items. All members of the CCELC have been provided usernames and passwords to view the tracking database, via internet access.

● **Site Updates:**

To ensure committee members were current on construction and operation activities, regular site updates were provided to members. Refer to the *Summary of Construction/Operation Highlights* Section on pages 10 to 11 for a summary of construction and operation for the 2010 year.

Summary of Construction Highlights 1 of 2

The following monthly summary highlights the construction schedule and events that took place each month at the LNG site. Construction updates were provided monthly to the CCELC to ensure committee members were current with the events on site.

January 2010

- Operation:
 - Fourteen ship cycles have been completed
- Construction:
 - Tank 3 is closed and soon to be pressure tested
 - Approximately two months of insulation work is still required
 - There are currently 159 construction workers on site

February 2010

- Operation:
 - Seventeen ship cycles have been completed
 - Operations have been smooth, with some minor problems
- Construction:
 - Tank 3 is being pressurized with nitrogen to dry it out
 - Insulation work is ongoing
 - There is some mechanical and electrical work being completed by Integral Energy Services and TAHK

March 2010

- Operation:
 - *Bilbao Knutsen* is expected soon
- Construction:
 - Tank 3 is be complete in April 2010

April 2010

- Operation:
 - A ship schedule was provided to CCELC members for April, May, and June 2010
- Construction:
 - The expected cool down date for Tank 3 is the end of April 2010

Summary of Construction Highlights 2 of 2

May 2010

- Operation:
 - No operation update was provided
- Construction:
 - Tank 3 is complete with the exception of the application of insulation on a couple of valves and wave splash protection on pier
 - The EPC contractor is down to its last 37 people onsite, and plans to be finished and offsite by the end of May 2010

June 2010

- Operation:
 - There have been 26 ships to berth as of 4 June 2010
 - Average daily send-out for the month of May was ~14% of plant's nominal capacity
 - The next shipment is expected to arrive on 23 June 2010
- Construction:
 - Construction of Tank 3 is complete with the exception of touch-ups (*i.e.*, painting, *etc.*)

September 2010

- Operation:
 - The Terminal has been running at ~11-14% capacity
 - Canaport LNG expects it to ramp up in the cooler months
- Construction:
 - Coating tops of tanks with a special weatherproofing coating sealant
 - Warranty work on high pressure pump skids fire-proofing cover
 - Ongoing touch-ups on tank and jetty steel support structures

December 2010

- Operation:
 - The Terminal was running at ~12-13% capacity during November, and is anticipated to operate at 50-60% capacity by the end of December
 - The next ship is scheduled to arrive on the 20 or 21st of December
- Construction:
 - The site is being prepared for the cold weather (*e.g.*, topping up water in the submerged combustion vaporizers, cold weather insulation and heat tracing, installation of insulation blankets on valves, and contracting a snow removal contractor, *etc.*)
 - One of the arms on the jetty is undergoing a yearly maintenance cycle

Table of Action Items

"Action Items" consist of items that require follow-up as a result of discussions during the CCELC meetings. Action items for each meeting are recorded on a "Table of Action Items", and follow-up on the action items arising from the previous meeting are reported at each meeting. If further follow-up is required on an action item, the item is tabled on a "Table of Outstanding Action Items". The following table consists of all the action items that resulted from the CCELC meetings from January to December 2010.

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
58-1	Follow-up on the contact information for inquires to the Terminal and public relations.	Canaport LNG	1 Feb. 2010	Regarding the contact information for the Terminal and public relations, Fraser Forsythe stated that he believed the information was sent to residents.
58-2	Follow-up to the request to provide assistance to Ms. Shaw.	Canaport LNG	1 Feb. 2010	Regarding the request for CLNG to provide assistance to Ms. Shaw; Canaport LNG discussed this and will not provide individual assistance but would contribute to a community effort.
<i>Motion</i> 58-1	CCELC to congratulate Carol Armstrong for her efforts to alert the committee members of the meeting in the absence of the minutes.	N/A	1 Feb. 2010	N/A

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
<i>Motion 58-2</i>	That it be noted that the minutes were not available to the committee and that this is unacceptable. It is requested that in the future the minutes be made available at least one week in advance of the meeting.	Fundy Eng / Canaport LNG	1 Feb. 2010	Canaport LNG and Fundy Engineering are committed to ensuring the minutes are made available to members at least one week prior to the subsequent meeting. <i>(Due to Christmas Holidays and unforeseen circumstances the minutes from the 14 December 2009 meeting were couriered to the committee the day of the 11 January meeting and not one week prior as stated in the terms of reference.)</i>
<i>Motion 58-3</i>	The CCELC prepare a letter to the Mayor and Council expressing support for maintaining the present fire service.	CCELC / Fundy Eng.	1 Feb. 2010	Regarding the letter to the City of Saint John Mayor and Council from the committee requesting no cuts to fire service; the letter was submitted to Council on time.
<i>Motion 58-4</i>	The CCELC requests rationale for the decision to not reimburse committee members travel expenses.	Canaport LNG	1 Feb. 2010	Regarding the request for rationale of not covering travel expenses; Canaport LNG has looked at other committees and found the reimbursement for travel expenses is split 50/50 amongst them and Canaport LNG will not cover travel expenses.
59-1	Include information from Brunswick Pipeline letter with minutes once the letter is received.	Fundy Eng.	8 Mar. 2010	Regarding the information from Brunswick Pipeline on timeframes for emergency events. Mr. Dalzell stated that Brunswick Pipeline was going to write a response to the committee's question and he has not received the response yet.
59-2	Request that a representative from the SJPA come and address the committee with respect to exclusion zones and vessel movements.	Canaport LNG	8 Mar. 2010	Regarding the request for someone from the Port to attend a meeting. This was completed and the presentation by Capt. John McCann will be attached to the minutes.

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
60-1	Request that an updated presentation on the traffic flows for the LNG Terminal be given. The presentation should show the traffic fluctuation over the past several years.	Fundy Eng.	12 Apr. 2010	Crystal Caines presented the traffic flows for the LNG Terminal at meeting #61 on 12 April 2010.
60-2	Create a list of members who have not attended within past six months and distribute a letter asking if these members intend to keep their membership.	Fundy Eng.	12 Apr. 2010	A list of four CCELC members who have not attended within past six months were contacted by letter asking if they intend to keep their membership. Only one response has been received thus far.
61-1	Presentation by Captain John McCann to be provided to CCELC members.	Fundy Eng.	10 May 2010	A hard copy of the presentation by Captain John McCann was provided to CCELC members in the monthly package.
61-2	The CCELC to invite David Muir, the Environmental Affairs Officer of JDI to speak to the committee regarding Atlantic Wallboards' plans for alternative heating options.	Canaport LNG	10 May 2010	At the time of the May 10 th meeting, the invitation to David Muir of JDI had not been sent out. The invitation will be sent out from the CCELC for the June 14th meeting.
61-3	Provide the Committee with a running total of shipments for each month of operation.	Canaport LNG	10 May 2010	A running total of shipments for each month of operation will be included with the Canaport site update that is presented at each meeting. To date, there have been 24 ships.
61-4	Email and mail CCELC members about the upcoming Marsh Creek Clean-up event.	Fundy Eng. / Canaport LNG	10 May 2010	The CCELC members were provided hard copy information sheets about the Marsh Creek Clean-up event on May 15th.
61-5	Request monthly meetings be held until the fall.	CCELC / Canaport LNG	10 May 2010	A letter request has been sent to the NBDENV with respect to holding the CCELC meetings on a quarterly schedule and possibly a semi-annual schedule in 2011.

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
61-6	CLNG investigate and report back on the details / resulting damage of the storm that occurred on October 29, 2008.	Canaport LNG	10 May 2010	Fraser Forsythe provided an update regarding the weather event that occurred on October 29, 2008. There was a southwesterly wind storm coupled with a high tide that damaged a section of the cable tray at the inner end of the Jetty, which was subsequently repaired. There is now ongoing construction to install a more robust wave break barrier, made of heavy steel guard rail. It is expected to be complete next month.
61-7	Determine the type of siren that was sounded on April 10 th and 11 th and for what reason. Determine if there is a siren 'diary' kept on site.	Canaport LNG	10 May 2010	Regarding the type of siren that was sounded on April 10 th and 11 th and for what reason: There is nothing on the records for April 10 th and 11 th . There are three alarms onsite: <ol style="list-style-type: none"> 1) Standalone fire alarm Public Access and General Alarm (PAGA) 2) Standalone gas detection 3) Combined evacuation siren with a pre-recorded announcement (similar sound to an air raid horn). This alarm is tested every Wednesday at 12 pm.
61-8	Determine if a clean-up could be organized with Canaport LNG.	Canaport LNG	10 May 2010	Feedback will be passed on to Kate Shannon of Canaport LNG that the Committee would like future organized clean-ups to be directed to the local Red Head area.
<i>Motion 61-1</i>	The CCELC expresses displeasure to both Canaport LNG and the Department of Environment for not informing the Committee on Thursday (April 8) that the chairman was not available and an alternative provision was not made at that time.	N/A	10 May 2010	N/A

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
<i>Motion 61-2</i>	The CCELC wishes to invite a representative from Brunswick Pipeline to provide an explanation about the amount of time required to close valves, closures, procedures, and timing.	CCECL / Fundy Eng.	10 May 2010	In addition to information being included in the CCELC minutes package, Action Item 62-2 was set forth.
<i>Motion 61-3</i>	The CCELC to ask Canaport LNG about their intention regarding a truck-loading facility.	Canaport LNG	10 May 2010	Fraser Forsythe indicated that that there are no plans at this time regarding a truck loading facility.
<i>Motion 61-4</i>	The CCELC requests that the Minister of the Environment re-open the EIA on the Canaport LNG if a proposal is received for a LNG truck-loading facility OR to issue a new EIA for a truck-loading facility.	CCELC	10 May 2010	<i>(See Action Item 62-3)</i>
62-1	Invite David Muir of JDI to attend the next CCELC meeting to discuss Wallboard's potential for sourcing LNG gas.	Fundy Eng / Canaport LNG	14 Jun. 2010	A representative from JDI was asked to attend the 14 th July meeting. JDI provided a statement, which is attached to these minutes.
62-2	Invite a representative from Brunswick Pipeline to provide more information to the Committee about emergency shut-down procedures.	Fundy Eng / Canaport LNG	14 Jun. 2010	A representative from Brunswick Pipeline was asked to attend the 14 th July meeting; however, they were unable to attend.
62-3	Draft and send letter to DENV to re-open the EIA on the Terminal if a proposal is received for a LNG truck loading facility.	Fundy Eng / Canaport LNG	14 Jun. 2010	A letter, dated 9 June, was sent to the DENV requesting to re-open the EIA on the Terminal if a proposal is received for a LNG truck loading facility. There was no formal signature on the letter. Refer to Action #63-3.
62-4	CLNG to report on where contractor is obtaining trucked water.	Canaport LNG	14 Jun. 2010	Canaport LNG obtains their trucked water from the City's Champlain Height's Bulk Water Terminal

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
<i>Motion 62-1</i>	For the Committee to support Canaport LNG's request to go to quarterly meetings with meetings scheduled this year for June, September, and early December. Plus, with the understanding and commitment from Canaport LNG that if any accident or significant events take place, or any approval made (license, or change of permits, or any permits of any type), a special meeting be held. Also a special meeting shall be held if a concern arises and four members request a special meeting.	CCELC	14 Jun. 2010	N/A
<i>Motion 62-2</i>	The members of the Committee request to the Minister of the Environment for the next two years that the frequency of the Canaport LNG CCELC meetings be no less than quarterly, as quarterly is the current practices of other liaison committee (e.g., Coleson Cove, Irving Refinery, Brunswick Pipeline).	CCELC	14 Jun. 2010	(See Motion 63-1)
63-1	Inquire about David Peterson's absence at the CCELC meeting on Monday, June 14 th , 2010 and request a monthly status report from DENV to be sent out in the minute package.	Canaport LNG	13 Sep. 2010	David Peterson's (DENV representative) absence was noted.
63-2	Follow-up with Brunswick Pipeline and request they attend the September meeting to provide more information to the Committee about emergency shut-down procedures.	Fundy Eng	June 2010	A representative from Brunswick Pipeline attended this meeting and provided a presentation on emergency shut-down procedures for the pipeline.
63-3	Resend the letter dated 9 June was sent to the DENV, requesting DENV to re-open the EIA on the Terminal if a proposal is received for a LNG truck loading facility, with Fraser Forsythe's signature.	Fundy Eng	August 2010	A letter was sent to the New Brunswick Department of Environment on 5 August 2010, with Fraser Forsythe's signature.

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
63-4	Provide the CCELC with the monthly average daily send-out June 2009.	Canaport LNG	13 Sep. 2010	Monthly average send-out was provided to the committee, and is as follows: June: 147 mmscf July: 146 mmscf Aug: 120 mmscf (See Action 64-1)
63-5	Fraser to approach Canaport LNG management team regarding a policy to contact residents, or allow residents to contact Canaport LNG in the event an alarm sounds.	Canaport LNG	July 2010	Residents can use Canaport LNG's main line at (506) 638-1300. This line will be answered by Security at anytime and they will direct calls. During regular business hours Security will answer and refer to staff in the Administrative building if required.
63-6	Organize a site tour of the facility to occur in the fall.	Fundy Eng	13 Sep. 2010	Site tour was scheduled and held on 29 September 2010.
<i>Motion 63-1</i>	The Committee requests an acknowledgement that the Minister of Environment has received the two motions (62-1 and 62-2).	CCELC		(waiting on feedback from the Department of the Environment)
64-1	Provide monthly average send-outs from June 2009.	Fundy Eng.	13 Dec. 2010	Fraser Forsythe provided the members with a comparative LNG throughput for a variety of different Terminals (including Canaport) from an industry news service. Operating capacity in November was estimated to be 12-13% at the Canaport Terminal, and is expected to ramp up in December.
64-2	Publish the Canaport LNG's number within Canaport Connections.	Canaport LNG	13 Dec. 2010	Canaport LNG's number was published within the Canaport Connections.

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
64-3	Ensure all committee members, including the DENV, are on the Canaport Connections newsletter distribution list.	Canaport LNG	13 Dec. 2010	Ensure all committee members, including the DENV, are on the Canaport Connections newsletter distribution list
64-4	Determine the force the pipeline can withstand.	Fundy Eng.	13 Dec. 2010	This action is pending a response from Brunswick Pipeline.
64-5	Fraser to report the Red Head Church's request to assist in upgrades.	Canaport LNG	13 Dec. 2010	Fraser reported the Red Head United Church's request to Canaport LNG. Canaport LNG will continue to look at the requests for upgrades to the Church Hall on a one by one basis.
65-1	Report back to the CCELC on the numbers of Canaport Connections distributed.	Canaport LNG	14 Mar. 2011	Canaport LNG emails the newsletter to 350 – 400 addresses. Hardcopies are provided to all CCELC members and selected members of the government.
65-2	Determine the criteria for choosing community involvement programs.	Canaport LNG	14 Mar. 2011	Canaport LNG bases its community involvement on environment, education, and youth recreation. Examples include March Creek Clean-Up, Junior Achievement Program, enhancing playgrounds, etc.
65-3	Determine the force the pipeline can withstand.	Canaport LNG	14 Mar. 2011	The amount of force the pipeline can withstand will depend on size of the medium with the impact, the vehicle, speed, direct hit, etc. It would also depend on the pipe itself (<i>i.e.</i> , age, size, etc)
65-4	Invite Brunswick Pipeline to come speak to the CCELC at one of the upcoming meetings and have this invitation as a recurring annual event.	Fundy Eng.	14 Mar. 2011	Brunswick Pipeline indicated they would attend a CCELC meeting, but would request a topic be chosen to speak on.

Action item #	Action Description	Responsibility to Complete	Due Date	Follow-up on Action Item (as was presented at the CCELC meetings)
65-5	Canaport LNG to discuss the Emergency Access Road with Transport Canada, and whether or not the access road presents a security risk to the Terminal.	Canaport LNG	14 Mar. 2011	The Emergency Access Road has been discussed numerous times with Transport Canada (TC). The road was assessed by TC when they reviewed and assessed the Terminal's security. TC view the road as a favourable item as it reduces the traffic passing the Terminal's site.
65-6	Determine if Canaport LNG are conducting phone surveys, and report back to the committee on the details.	Canaport LNG	14 Mar. 2011	Phone surveys were being conducted by Canaport LNG in November 2010 for a two week period. The phone survey was completed to determine the acceptance levels of LNG in the community.
65-7	Send another letter to those members who have not been in regular attendance and determine their intentions.	Fundy Eng.	14 Mar. 2011	A letter was sent to six members requesting they confirm their interest in the committee by 31 st of March.
65-8	Look into sending a publication, or posting an advertisement, with details on the CCELC and Canaport's website and emergency numbers.	Canaport LNG	14 Mar. 2011	There was an ad (<i>i.e.</i> , 8 ½ x 11 page) in the Saturday, March 5 th edition of the Telegraph Journal.
65-9	Send out a draft CCELC yearly report for 2010 in February, and finalize the report at the March meeting.	Fundy Eng.	14 Mar. 2011	Draft CCELC Report was distributed in February 2011.
<i>Motion 65-1</i>	Request the New Brunswick Department of the Environment appoint an alternate to attend the CCELC meetings in the event Mr. Peterson can not attend.			Request was forwarded to NBDENV.

	Document Name	Available At
Reports	ABS-"Consequence Assessment Methods for Incidents Involving Releases from LNG Carriers"-May 13, 2004	Fundy Engineering
	Sandia Report-"Guidance on Risk Analysis and Safety Implications of a Large LNG Spill Over Water"-Dec. 2004	Fundy Engineering
	Quest-"Modeling LNG Spills in Boston Harbor" and Supporting letters	Fundy Engineering
	"Final Environmental Impact Statement" - Keyspan LNG (RI, USA)	Fundy Engineering
	Statement" - Keyspan LNG (RI, USA)	Fundy Engineering
	"Final Environmental Impact Statement"- Weavers Cove LNG (MASS, USA)	Fundy Engineering
	"Environmental Protection Plan Phase III"	Fundy Engineering
	"Offshore Environmental Protection Plan"	Fundy Engineering
	Quest-"Final Siting Study for Canaport LNG Import Terminal"	Fundy Engineering
	Project Description for the Proposed Brunswick Pipeline Project	Fundy Engineering
Permits / Approvals / Authorizations	Environmental Impact Assessment for the Marine Terminal & Multi-Purpose Pier (NBDENV & CEAA)	http://www.gnb.ca/0009/0377/0002/0008-e.asp or Fundy Engineering & Tracking Database
	Environmental Impact Assessment Canaport Pond & Contiguous Alder Wetland Removal (NBDENV)	Fundy Engineering or Tracking Database
	Environmental Impact Assessment: Red Head Secondary Access Road	Fundy Engineering or Tracking Database
	Ocean Dredging and Disposal Permit (Environment Canada)	Fundy Engineering or Tracking Database
	Harmful Alteration Destruction/Disruption – Canaport Stream (Dept. of Fisheries and Oceans)	Fundy Engineering or Tracking Database
	Harmful Alteration Destruction/Disruption –Canaport Pond (Dept. of Fisheries and Oceans)	Fundy Engineering or Tracking Database
	Harmful Alteration Destruction/Disruption –Offshore (Dept. of Fisheries and Oceans)	Fundy Engineering or Tracking Database
	Harmful Alteration Destruction/Disruption –RHSAR (Dept. of Fisheries and Oceans)	Fundy Engineering or Tracking Database
	Approval to Construct-Phase I Site Clearing (NBDENV)	Fundy Engineering or Tracking Database
	Approval to Construct-Phase II Grubbing, Stripping & Site Leveling (NBDENV)	Fundy Engineering or Tracking Database
	Approval to Construct-Phase 2.1 Removal of Canaport Pond & Contiguous Alder Wetlands	Fundy Engineering or Tracking Database
	Approval to Construct-Phase 3 Engineering, Procurement Contractor	Fundy Engineering or Tracking Database
	Approval to Operate	Fundy Engineering or Tracking Database
	Watercourse and Wetland Alteration – RHSAR (NBDENV)	Fundy Engineering or Tracking Database
	Building Permit Phase I, II, III	Fundy Engineering or Tracking Database
Navigable Waters Permit	Fundy Engineering or Tracking Database	
Public Applications / Submissions	Environmental Impact Statement (EIS) LNG Marine Terminal & Multi-Purpose Pier	Fundy Engineering
	Environmental Impact Assessment (EIA)–Removal of Canaport Pond & Contiguous Alder Wetlands (NBDENV)	Fundy Engineering
	EIA –Removal of Canaport Pond & Contiguous Alder Wetland- Summary of Public Involvement (NBDENV)	Fundy Engineering
	Environmental Impact Assessment: Canaport Facility Lands Development (NBDENV)	Fundy Engineering
	EIA: Canaport Facility Lands Development- Summary of Public Involvement	Fundy Engineering
	Environmental Impact Assessment: Canaport LNG Emergency Access Road	Fundy Engineering
	EIA: Canaport LNG Emergency Access Road – Summary of Public Involvement (NBDENV)	Fundy Engineering
	EIA: Environmental Protection Plan (Canaport LNG Emergency Access Road)	Fundy Engineering
	Environmental Impact Assessment: Red Head Secondary Access Road	Fundy Engineering
EIA: Red Head Secondary Access Road-Summary of Public Involvement	Fundy Engineering	
Miscellaneous	CCELC Minutes	http://www.canaportlng.com/
	Canaport LNG Website	http://www.canaportlng.com/
	The Risks and Danger of LNG DVD	Fundy Engineering
	Mystery Migration: Secrets of the Black Scoter	Fundy Engineering
	SIGTTO LNG Film	http://www.sigtto.org/
	Tracking Database	CCELC members have their own personal username and password. For username/password information, contact Fundy Engineering.
	Revised Pipeline Act & Regulation 2005-2; 2006-3	http://www.gnb.ca/0062/PDF-acts/p-08-5.pdf