

South Branch Wind Project

Community Liaison Committee
(CLC)

FINAL Terms of Reference



August 25, 2014

Table of contents

1.0 Introduction.....	1
2.0 Purpose of the CLC	2.2
3.0 Objectives	3.3
4.0 Membership	4.4
5.0 Roles and Responsibilities of Participants.....	5
5.1 Stantec Consulting (Meeting Coordinator and Facilitator)	5
5.2 EDP Renewables Canada	6
5.3 CLC Members	7
5.4 Public Participation	7
6.0 Meeting Format	8

1.0 Introduction

EDP Renewables Canada Ltd., in its capacity as South Dundas Windfarm LP (EDP), has been approved to develop, construct, and operate the 30 megawatt (MW) South Branch Wind Project (the Facility) in the Township of South Dundas, Ontario, in response to the Government of Ontario's initiative to promote the development of renewable electricity in the province.

A condition of the Facility's Renewable Energy Approval (REA) issued by the Ministry of the Environment on July 11, 2013, is that EDP must establish a Community Liaison Committee (CLC). The CLC was established on October 11, 2013, following communication from EDP to the MOE

The following provides the Final Terms of Reference (TOR) for the Facility's CLC as agreed to by all stakeholders.

2.0 Purpose of the CLC

The purpose of the CLC, as defined by the Facility's REA, is to:

- act as a liaison facilitating two-way communication between EDP and members of the public with respect to issues related to the construction, installation, use, operation, maintenance, and retirement of the Facility
- provide a forum for EDP to provide regular updates on, and to discuss issues or concerns relating to, the construction, installation, use, operation, maintenance, and retirement of the Facility with members of the public
- ensure that any issues or concerns resulting from the construction, installation, use, operation, maintenance, and retirement of the Facility are discussed with and communicated to EDP

As per the REA, the CLC meetings are open to the general public and will be held over a minimum period of two (2) years from the day it is established. During this two (2) year period, EDP will ensure that the CLC meets a minimum of two (2) times per year.

After two years, EDP will contact the Director of the Ministry of the Environment to discuss the continued operation of the CLC as appropriate.

3.0 Objectives

The proposed objectives of the CLC are to:

- increase the public's knowledge of wind energy and the Facility by providing accurate and up-to-date information on the construction, installation, use, operation, maintenance, and retirement of the Facility
- focus on aspects of the Facility related to construction, installation, use, operation, maintenance, and retirement of the Facility. The CLC meetings will not re-visit concerns or opinions previously raised during the proposal/planning stage for the Facility (e.g., location of the wind project, specific locations of infrastructure, the Green Energy Act, the Ministry of the Environment's approval process, etc.).
- help EDP better understand the concerns and comments of South Dundas residents regarding the Facility
- engage in meaningful and open dialogue to identify opportunities for improvements
- work towards resolving or minimizing conflicts and gaining support/acceptance of the Facility and its operation

4.0 Membership

Final membership of the CLC took place through an open and impartial process that commenced in 2013 and concluded in April 2014.

The CLC is structured to include a broad and diverse range of community members that have been invited to participate, including:

- residents and landowners within 1 km of the Facility
- South Dundas Township residents and landowners
- members of the business community
- local government, provincial, and/or federal agencies
- other interest groups such as local conservation authorities and local community groups

Changes to membership, including acceptance of new members who have expressed an interest in joining the CLC, will be decided in committee with final approval by the CLC Chair.

All CLC meetings will also be attended by at least one EDP representative and up to three technical staff/specialists.

The meetings will be chaired and facilitated by a representative from Stantec Consulting Ltd acting as the CLC Chair on behalf of EDP.

The CLC meetings are open to the public and meeting dates will be communicated through local newspapers, ad postings on selected community billboards, local mailings, and through the EDP Web site.

CLC meeting agendas and minutes will be posted on the EDP Web site.

5.0 Roles and Responsibilities of Participants

The CLC provides a mechanism for community engagement and communication. The following outlines the specific roles and responsibilities of the participants.

5.1 Stantec Consulting (Meeting Coordinator and Facilitator)

Representatives of Stantec Consulting will be responsible for:

- Working with EDP for the scheduling and organizing all CLC meetings;
- Working with EDP for setting formal agendas;
- Reviewing, evaluating, and selecting of up to three public deposition (as appropriate) for discussion at CLC meetings;
- Distributing agendas to CLC members at least one week prior to the next CLC meeting;
- Preparing and distributing summary meeting minutes to the CLC members and submitting them to EDP for posting on EDP's website;
- Reviewing CLC and public inquiries regarding the Facility to ensure the next meeting's agenda addresses relevant inquiries; and
- Liaising with EDP to collect additional information requested by the CLC members

Representatives of Stantec Consulting will attend, chair, and facilitate all CLC meetings and ensure that:

- CLC members are provided with adequate information and technical support to assist them in their contribution to the CLC discussions;
- The agenda and time schedule for each meeting is followed;
- Meetings allow for constructive and thorough discussion; and
- All members respect the participants' opinions and questions, and do not interrupt another CLC member while speaking (the Chair may supersede this provision and the Chair has the right to excuse or replace any member of the CLC or public observer who is interfering with or disrupting the CLC meetings)

5.2 EDP Renewables Canada

EDP and its technical staff and specialists (as required) will be responsible for:

- Assisting in the coordination of CLC meetings and proposed dates based on staff availability;
- Ensuring meeting notices are prepared well in advance of CLC meetings (one month) and posted / communicated for community dissemination;
- Ensuring a venue is provided for CLC meetings;
- Posting the agenda online at least one week prior to the next CLC meeting;
- Attending all meetings;
- Working within the Terms of Reference for the CLC as referenced by the REA;
- Providing the CLC with accurate and up-to-date information on the construction, installation, use, operation, maintenance, and retirement of the Facility. This would normally be included as a standing agenda item (project updates by EDP);
- Listening to comments, concerns, and suggestions and responding quickly based on available and appropriate information;
- Participating in discussions and providing answers or follow-up information;
- Reviewing meeting minutes and other materials prepared by the CLC or members of the public prior to attending subsequent CLC meetings and providing necessary updates or responses to unanswered questions;
- Providing reports of the CLC to the Director of the Ministry of the Environment as appropriate;
- Posting all CLC materials (e.g. agendas, minutes, reports and additional materials) online; and
- Providing reasonable access to resources such as a photocopier, stationary, and office supplies to CLC members.

5.3 CLC Members

CLC members will be responsible for:

- Attending all CLC meetings (*If a member or group representative misses the first two meetings, the Chair may require the member to forfeit their position and open the position to another person/stakeholder*);
- Working within the Terms of Reference for the CLC;
- Listening to, reviewing, and considering the information provided by EDP;
- Identifying areas of concern or interest about the Facility;
- Suggesting strategies for improvement;
- Participating in CLC-related discussions;
- Listening to and considering the opinions of other CLC members;
- Providing constructive feedback;
- Being prepared for meetings by reviewing any materials provided in advance by the Chair (including minutes from previous meetings);
- Participating in the evaluation of requests for public depositions; and
- Assisting EDP to keep the local community and other interest groups informed about the Facility by relaying information via existing community networks.

5.4 Public Participation

The CLC is open to the general public for observation. Brief depositions from members of the public may be presented at the meeting, based on the following:

- Up to three depositions per meeting;
- A maximum of five minutes will be allotted to each deposition;
- The depositions must relate to the focus and purpose of the CLC (i.e., the construction installation, use, operation, maintenance, and retirement of the Facility); and
- To be considered for a public deposition, a written request, which must include the written deposition, must be submitted to the Chair at least four days before the CLC meeting.

6.0 Meeting Format

Four (4) CLC meetings will be held over two years and will be:

- Conducted in a local facility (e.g. Dixon's Corners Community Centre – to be confirmed before each meeting);
- Held alternatively in the early evening (7:00 pm to 9:00 pm) and in the afternoon (2: 00 pm to 4:00 pm) – to be confirmed before each meeting;
- Two (2) hours in length maximum; and
- Run in a community meeting format (open seating for the public and tables and chairs for the CLC members and EDP representatives at the front of the room).