

NATION RISE WIND FARM

# Terms of Reference - Community Liaison Committee

Nation Rise Wind Farm Limited Partnership

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Issue	Date	Reason for Issue	Prepared by	Verified by	Approved by
A	20 December 2018	Initial report	G. Constantin	F. Gagnon	CLC Members M. Roberge



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## List of abbreviations

<b>Abbreviation</b>	<b>Meaning</b>
CLC	Community Liaison Committee
DNV GL	GL Garrad Hassan Canada Inc.
EPA	<i>Environmental Protection Act</i>
IESO	Independent Electricity System Operator
LRP	Large Renewable Procurement
MECP	Ontario Ministry of the Environment, Conservation and Parks
MW	Megawatt
O.Reg.	Ontario Regulation
REA	Renewable Energy Approval
TOR	Terms of Reference



## 1 PREAMBLE

Nation Rise Wind Farm Limited Partnership (the “Proponent”) is proposing to develop the Nation Rise Wind Farm (the “Project”) which is subject to *Ontario Regulation (O. Reg.) 359/09* (Renewable Energy Approvals (REA) [1] under Part V.0.1 of the Ontario *Environmental Protection Act* (EPA)), as amended. The Proponent was awarded a contract for this Project in March 2016 from the Independent Electricity System Operator (IESO) under the Large Renewable Procurement (LRP), and has received its Renewable Energy Approval (REA) [0871-AV3TFM] from the Ontario Ministry of the Environment and Climate Change (now called the Ministry of the Environmental, Conservation and Parks, MECP) on 4 May 2018 [2]. The Project will be owned and operated by Nation Rise Wind Farm Limited Partnership, a wholly-owned subsidiary of EDP Renewables Canada Ltd.

A condition of the REA indicated that the Proponent must establish a Community Liaison Committee (CLC). The CLC was established on 3 August 2018, following communication from the Proponent to the MECP. The following sections provide the Final Terms of Reference (TOR) for the Project CLC as agreed to by the CLC members.



## 2 PURPOSE OF THE CLC

As per Condition T4 of the Project REA, the purpose of the CLC is to:

- Act as a liaison facilitating two-way communications between the Proponent and members of the public with respect to issues relating to the construction, installation, use, operation, maintenance and retirement of the Project;
- Provide a forum for the Proponent to provide regular updates on, and to discuss issues or concerns relating to, the construction, installation, use, operation, maintenance and retirement of the Project with members of the public; and
- Ensure that any issues or concerns resulting from the construction, installation, use, operation, maintenance and retirement of the Project are discussed and communicated to the Proponent.



### 3 OBJECTIVES

The proposed objectives of the CLC are to:

- Increase the public's knowledge of wind energy and the Project by providing accurate and up-to-date information on the construction, installation, use, operation, maintenance, and retirement of the Project;
- Focus on aspects of the Project related to construction, installation, use, operation, maintenance, and retirement of the Project. The CLC meetings will not re-visit concerns or opinions previously raised during the proposal/planning stage (e.g. location of the wind project, specific locations of infrastructure, the *Green Energy Act*, the MECP's approval process, etc.);
- Help the Proponent (wind energy company) better understand the potential interests, concerns and comments of North Stormont residents regarding the Project;
- Engage in meaningful and open dialogue to identify opportunities for improvements; and
- Work towards resolving or minimizing conflicts and gaining support of the Project and its operation.





## 4 MEMBERSHIP

Final membership of the CLC took place through an open and impartial process that was completed in July 2018 (see Appendix A for the list of members). The CLC is structured to include a broad and diverse range of community members that have been invited to participate, including:

- Landowners and residents within 1 km of the Project;
- North Stormont residents and landowners;
- Indigenous communities;
- Local municipality and conservation authority;
- Local social and environmental organizations;
- Agricultural and business communities; and
- Representatives from local agencies.

Selection for the CLC membership considered:

- Experience with service in committees;
- Ability to work in team environments;
- Knowledge of the local community;
- Leadership within the community; and
- Interest in working productively to enable two-way communication between the Project and the community.

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 member of the wind energy company (Proponent) and up to four technical staff/specialists.



## 5 WORKING METHOD AND MEETING FORMAT

As per the REA, the CLC meetings will be held over a minimum period of two years from the day it is established. During this two-year period, the Proponent will ensure that the CLC meets two times per year. After two years, the Proponent will contact the Director of the MECP to discuss the continued operation of the CLC as appropriate.

The four CLC meetings held over two years will be:

- Conducted in a local facility (e.g. Finch Community Arena – to be confirmed before each meeting);
- Held in the afternoon or early evening (e.g. 2:00 pm to 4:00 pm or 6:00 pm to 8:00 pm - to be confirmed before each meeting);
- Two hours in length maximum; and
- Conducted in a community meeting format (open seating for the public and tables and chairs for the CLC members and the Proponent representatives at the front of the room).

As all the CLC meetings are open to the general public, the Proponent will prepare and publish meeting notices to be published on the Project website and in the local newspapers. As indicated in Section 6.4, the general public is invited to come the CLC meetings for observations, unless an official inquiry has been provided at a minimum of four days prior to the CLC meeting.

By mutual agreement between the CLC members, the meeting invitation, agenda and taking of minutes will all be prepared under the responsibility of the Proponent. The CLC members will receive a proposed agenda and the summary report from the previous meeting for approval. The summary report will present the liaison committee's final recommendations and a summary of the discussions.

Agenda items could include, but are not limited to:

- Project update;
- Response to interests or concerns raised;
- Reports and overview of activities;
- Community feedback; and
- Setting tentative date for next meeting.



## 6 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.

### 6.1 DNV GL (Meeting Coordinator, Facilitator and experts)

Representatives of DNV GL will be responsible for:

- Working with the Proponent for scheduling and organizing all CLC meetings;
- Working with the Proponent for setting formal agendas;
- Reviewing, evaluating, and selecting of up to three public inquiries (as appropriate) for discussion at CLC meetings. If there are any inquiries that cannot be addressed directly during the CLC meeting, they will be answered on the Project website and directly with the member of the public who submitted the inquiry;
- Distributing agendas to CLC members prior to the upcoming CLC meeting;
- Preparing and distributing meeting summary reports to the CLC members and submitting them to the Proponent for posting on Project website;
- Reviewing CLC and public inquiries regarding the Project to ensure the next meeting's agenda addresses relevant inquiries;
- For certain topics, DNV GL can provide experts to answer specific inquiries; and
- Liaising with the Proponent to collect additional information requested by the CLC members.


Representatives of DNV GL 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.

### 6.2 The Proponent (EDP Renewables Canada)

The Proponent 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;

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- Ensuring meeting notices are prepared in advance of CLC meetings and posted / communicated for community dissemination through the Project website and a newspaper with general circulation in the local municipality in which the Project is situated;
  - Ensuring a venue is provided for CLC meetings;
  - Attending all meetings;
  - Working within the TOR for the CLC;
  - 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 the Proponent);
  - 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 CLC meeting summary reports and other materials prepared by the CLC 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 MECP, as appropriate;
  - Posting CLC meeting summary reports online; and
  - Providing reasonable access to resources such as a photocopier, stationary, and office supplies to CLC members, if required.

## 6.3 CLC Members

The CLC members will be responsible for:

- Attending all CLC meetings whenever possible. 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 TOR for the CLC;
- Listening to, reviewing, and considering the information provided by the Proponent;
- Identifying areas of concern or interest about the Project;
- 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 (including summary reports from previous meetings);

- 
- Participating in the evaluation of requests for public inquiries; and
  - Assisting the Proponent to keep the local community and other interest groups informed about the Facility by relaying information via existing community networks.

## 6.4 Public Participation

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

- Up to three official inquiries per meeting;
- A maximum of five minutes will be allotted to each inquiry. More time may be allocated for certain inquiries depending on the CLC meeting agenda, as appropriate;
- The public inquiries must relate to the focus and purpose of the CLC (i.e., the construction installation, use, operation, maintenance, and retirement of the Project); and
- To be considered for a public inquiry, a written request, which must include the written inquiry, must be submitted to the Chair at least four days before the CLC meeting.
- The public must use a Public Inquiry Form to submit inquiries to the CLC members. Public Inquiry Forms, as presented in Appendix B, can be found on the Project website (<http://nationrisewindfarm.com>) and at the Township of North Stormont municipal office (15 Union Street, Berwick, ON, K0C 1G0).



## 7 REFERENCES

- [1] Ontario Regulation 359/09, made under the Environmental Protection Act, Renewable Energy Approvals under Part 1.0 of the Act.
- [2] Ontario Ministry of the Environment and Climate Change, Renewable Energy Approval (0871-AV3TFM) – Nation Rise Wind Farm, 4 May 2018.

## APPENDIX A – LIST OF PERMANENT MEMBERS

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Member name	Category	Role	Organization
Amy Martin	Local Community	CLC Member	Township of North Stormont
Amy Sanders-Michaud	Local Community	CLC Member	Local Resident
Judy Tessier	Local Community	CLC Member	Local Resident
Morgan McDonald	Local Community	CLC Member	Mohawk of Akwesasne
Ken Little	Proponent	CLC Member	EDP Renewables Canada
Nathan Roscoe	Proponent	CLC Member	EDP Renewables Canada
Gabriel Constantin	Consultant	Facilitator/Chair	DNV GL

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## APPENDIX B – PUBLIC INQUIRY FORM

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### **Public Inquiry Form**

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

- Up to three official inquiries per meeting;
- A maximum of five minutes will be allotted to each inquiry. More time may be allocated for certain inquiries depending on the CLC meeting agenda, as appropriate;
- The public inquiries must relate to the focus and purpose of the CLC (i.e., the construction installation, use, operation, maintenance, and retirement of the Project); and
- To be considered for a public inquiry, a written request, which must include the written inquiry, must be submitted to the Chair at least four days before the CLC meeting.

Please fill the following information in order to submit the inquiry/question to the CLC members:

**Name:**

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**Email:**

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**Phone number:**

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**Inquiry/Question:**

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**Other Comment:**

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Contact information such as name, email and phone number are required to provide an answer back. Please submit you Public Inquiry Form to the Project email address ([nationrise@edpr.com](mailto:nationrise@edpr.com)) or mail it at the following address:

Nation Rise Wind Farm Limited Partnership  
219 Dufferin St. Unit 217C  
Toronto, Ontario M6K 3J1





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