

## **South Branch Wind Project**

Community Liaison Committee  
(CLC)

Terms of Reference – Draft for  
Discussion



April 3, 2014

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## 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 following is a proposed Terms of Reference (TOR) for the Facility's CLC for the purposes of discussion by the CLC members.

## 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 will be deemed to be established on the day the Director of the Ministry of the Environment is provided with written notice from EDP that CLC members have been chosen and a date for a first meeting has been set. The Director of the MOE was notified on July 11, 2013.

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

## 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

## 4.0 Membership

Membership of the CLC took place through an open and impartial process that commenced in 2013 and is intended to be completed by May 2014.

The CLC is structured to include a broad and diverse range of community members, 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 at the discretion of 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.

The CLC meetings are open to the public.

## 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:

- scheduling and organizing all CLC meetings
- setting formal agendas
- including the review, evaluation, and selection of up to three public deposition requests which would be included as part of the meeting agenda
- distributing agendas to CLC members at least one week prior to the next CLC meeting
- preparing meeting minutes and reports about the CLC's activities
- distributing meeting minutes to the CLC members and posting the minutes on EDP's website
- tracking CLC and public inquiries regarding the Facility to ensure the next meeting's agenda addresses relevant inquiries
- liaising with EDP to collect additional information requested by the CLC members
- posting of any information prepared by, or presented to, the CLC on EDP's website

Representatives of Stantec Consulting will attend, chair, and facilitate all 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
- 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:

- 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
- providing the CLC with accurate and up-to-date information on the construction, installation, use, operation, maintenance, and retirement of the Facility
- listening to comments, concerns, and suggestions
- 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
- providing any reports of the CLC to the Director of the Ministry of the Environment
- posting all CLC materials (e.g. agendas, minutes, reports and additional materials) online
- 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 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
- 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)
- Depositions will be selected at the discretion of the CLC Chair and EDP, in consultation with the CLC members
- 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 CLC meetings will be held over two years (i.e., up to two meetings annually) and will be:

- conducted in a local facility (e.g. Dixons Corners Community Centre – to be confirmed before each meeting)
- held in the early evening (7:00 pm to 9:00 pm – to be confirmed) with the first official meeting to be held by mid-June 2014 (exact date still to be confirmed)
- 2 hours in length maximum
- run in a workshop/roundtable format