

**Niagara Region Wind Farm
Community Liaison Committee
Terms of Reference**

File No. 160950269



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FWRN LP (formerly NRW)

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DRAFT FOR DISCUSSION

**NIAGARA REGION WIND FARM
COMMUNITY LIAISON COMMITTEE
TERMS OF REFERENCE**

Introduction
August 15, 2015

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Introduction
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1.0 Introduction

FWRN LP (formerly Niagara Region Wind Corporation (NRWC)) is committed to continuing to maintain an open dialogue with the local community throughout its project lifecycle. To that end, we are committed to the establishment of a Community Liaison Committee (CLC), as a forum to exchange ideas and share concerns with interested residents and members of the public. The CLC will also allow for a continuous vehicle of communications, as we prepare to submit our REA application and as the project progresses through construction and operations. It is our intention to launch the CLC in the coming months, to ensure communications with the community remain ongoing.

2.0 Objectives

- To have a meaningful and open dialogue between the community and FWRN LP, as we proceed to the next phase of the project.
- To better understand the issues of priority in the local community, with the goal of addressing them to everyone's satisfaction.
- To inform the interested public about key issues related to the project, wind energy in general, and local matters, progress or challenges.
- To commit to the public that there will be a forum through which their priorities and concerns can be heard throughout the project lifecycle.

3.0 Purpose of the CLC

The Community Liaison Committee will:

- Act as a liaison facilitating two way communication between FWRN LP and members of the public with respect to issues related to the construction, installation, use, operation, maintenance and retirement of the Niagara Region Wind Farm.
- Provide a forum for FWRN LP to provide regular updates on, and to discuss issues or concerns relating to, the construction, installation, use, operation, maintenance and retirement of the Niagara Region Wind Farm 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 and communicated to FWRN LP.

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Establishing the CLC
April 19, 2016

4.0 Establishing the CLC

Recruitment of the Community Liaison Committee will be an open and impartial process. The CLC shall be established by:

- Publishing a notice in a newspaper with general circulation in each local municipality in which project infrastructure is located.
- Posting a notice on Niagara Region Wind Farm website.
- Notifying members of the public about the proposal for the CLC and inviting residents that live within 2 km radius of the wind farm to participate in the CLC.
- Direct invitations by FWRN LP to other stakeholders, including but not limited to local municipalities, local conservation authorities, local Aboriginal communities, federal or provincial agencies, and local community groups.
- Reviewing requests to participate from the public.

5.0 Composition

The CLC will be structured to include a broad and diverse range of community members. In order for the CLC to operate effectively and efficiently, it will be limited to 20 members, the exact proportion of which has yet to be determined. Ideally it will include representation from:

- Residents and landowners within 2 km of the wind farm.
- Municipalities: Potentially representatives from Niagara Region, Township of West Lincoln, Township of Wainfleet, Haldimand County, and Town of Lincoln.
- Government and/or agencies: Potentially representatives from Niagara Escarpment Commission, Conservation Authorities and others.
- Business Community Representatives: Potentially representatives from Chambers of Commerce, Niagara Industrial Association, Niagara Colleges and others.
- Other interest groups: West Lincoln Wind Action Group and others.

As well, at least one FWRN LP representative will be present at all meetings and one facilitator will be present at all meetings.

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Meeting Structure and Format
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6.0 Meeting Structure and Format

While the composition of the CLC will be limited to 20 people, meetings will be open to the general public and members of the public will be able to participate. Members of the public will be able to address the committee (up to 5 per meeting) for up to five minutes per delegation. All delegations must be in relation to items on the agenda.

Agenda items may be submitted to the facilitator through the Niagara Region Wind Farm website at least 15 days in advance of a CLC meeting. All requests to speak must be submitted at least one week prior to the meeting. Delegations will be approved at the discretion of the Chair and FWRN LP, in consultation with CLC members.

A minimum of two meetings will be held annually, and will continue for the first five years of the project, with the option to continue at the discretion of FWRN LP. Meetings will be:

- Conducted in a local facility.
- Held in the evening.
- Run for three hours in length.
- Run in a roundtable format.

Minutes will be made public and will be posted on Niagara Region Wind Farm website.

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Potential CLC Terms for Consideration
April 19, 2016

Appendix A

1.0 Potential CLC Terms for Consideration

Contained in this section are potential terms of reference that should be considered and discussed with the CLC members upon initiation of the group.

1.1 ADDING, REMOVING CLC MEMBERS

For including new CLC members who have expressed an interest in joining the CLC:

1. Written expression of interest must be sent to the CLC Facilitator either directly or through one of the existing CLC members.
2. The CLC Facilitator will contact the individual and gauge interest and provide an overview of expectations and roles.
3. If the potential new CLC members wish to continue, the CLC Facilitator will contact, via email or phone, existing CLC members and ask for feedback. The Facilitator will ask if there are any reasons why this person/organization should not be included in the CLC.
4. The CLC Facilitator will consult with FWRN LP to ensure budget allocated to the CLC is not significantly impacted.
5. Once CLC member and FWRN LP consultation has taken place, the CLC Facilitator will make a final decision on inclusion of new CLC members. The CLC Facilitator will notify the existing CLC membership of the new member via email or phone.

For removing CLC members:

1. CLC members who display rude or disrespectful behavior at CLC meetings or in correspondence on CLC business will be asked to step down from CLC participation;
2. CLC members who do not attend 2 consecutive meetings, without notifying the CLC Facilitator, will be asked to step down from CLC participation;
3. If there are complaints raised by CLC members directly to FWRN LP or the CLC Facilitator about a specific CLC member, the CLC Facilitator will take that into consideration and may result in asking that CLC member to step down from CLC participation;
4. Once any of these triggers are made, the CLC Facilitator will contact the CLC member directly and provide an opportunity for that CLC member to explain their circumstances.

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5. Before making a decision, the CLC Facilitator will consult with FWRN LP to ensure CLC budgets are not significantly impacted.
6. The CLC Facilitator's decision is final. Once the CLC Facilitator notifies the CLC member of that decision, the CLC Facilitator will notify other CLC members within one business day.

The CLC meetings will also be attended by at least one FWRN LP representative who will attend all meetings as well as technical staff/specialists as required.

The meetings will be chaired and facilitated by a representative from Stantec Consulting Ltd. (Stantec).

The CLC meetings are open to the general public.–

1.2 STANTEC (MEETING CHAIR AND FACILITATOR) ROLES

Representatives of Stantec will be responsible for:

- Scheduling/organizing all CLC meetings;
- Setting formal agendas;
- Including the review, evaluation and selection of up to 3 public deposition requests which would be included as part of the meeting agenda.
- Distribution of agendas to CLC members at least one week prior to the next CLC meeting;
- Notifying CLC members or any changes in draft agendas and outreach to CLC members on potential questions, feedback and concerns they've received from members of the public or representative groups;
- The preparation of meeting Minutes and reports about the CLC's activities;
- Working within the TOR for the CLC;
- The distribution of meeting Minutes to the CLC members and providing material for posting on the Niagara Region Wind Farm website;
- Tracking CLC and public inquiries regarding the Facility to ensure the following meeting's agenda addresses relevant inquiries;
- Liaising with FWRN LP to collect additional information requested by the CLC members; and
- Ensuring the posting of any information prepared by, or presented to, the CLC on Niagara Region Wind Farm website.
- Stantec 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;

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Potential CLC Terms for Consideration
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- The agenda and time schedule for each meeting is followed;
- Meetings allow for constructive, respectful 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. 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).

1.3 FRWN LP (FORMERLY NRW) ROLES

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

- Ensure a safe environment to exchange ideas and information about the Facility
- Posting the agenda on Niagara Region Wind Farm website at least one week prior to the next CLC meeting;
- Advertising upcoming CLC meetings in local newspapers and on the Niagara Region Wind Farm website;
- 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 Niagara Region Wind Farm;
- Listening to comments, concerns and suggestions;
- Participating in discussions and providing answers or additional 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 MOE;
- Posting all CLC materials (e.g. Agendas, Minutes, Reports and Additional Materials) on the Niagara Region Wind Farm website;

1.4 CLC MEMBER ROLES

Participants will be responsible for:

- Attending all CLC meetings (Note: If a member or group representative misses two consecutive meetings, the CLC Facilitator may require the member to forfeit their position and open the position to another person/stakeholder);

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- Working within the TOR for the CLC;
- Listening to/reviewing and considering the information provided by FWRN LP;
- 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);
- Participation in the evaluation of requests for public depositions; and
- Assisting FWRN LP keep the local community and other interest groups apprised of information about the Facility by relaying information via existing community networks.

1.5 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:

- depositions may be heard 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 Facilitator in consultation with FWRN LP and the CLC members;

1.5.1 Public Delegation Process

To be considered for a public delegation (e.g. a presentation to the CLC meeting), the following procedures must be followed:

- A written request, which must include the written presentation, must be submitted to the CLC Facilitator, at least 15 days before the CLC meeting.
 - The written request must stipulate if Audio/Visual equipment is required (projector, screen etc.)
 - The written request may be sent directly to the CLC Facilitator or through a CLC member.

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- The CLC Facilitator will acknowledge receipt of the material; review the material; and notify CLC members of a delegation request.
- CLC members will have at least 2 days to review the material and comment directly to the CLC Facilitator.
- The CLC Facilitator will make a final decision on inclusion and notify the member of the public at least 2 days before the CLC meeting.