

Terms of Reference

1.0 Background

Windlectric Inc. (Windlectric) is proposing to develop, construct, and operate the Amherst Island Wind Energy Project (the Project) within Loyalist Township in the County of Lennox and Addington in eastern Ontario, in response to the Government of Ontario's initiative to promote the development of renewable electricity in the province.

The Project Study Area includes Amherst Island, a corridor stretching between the Island and the mainland where the submarine electrical power cable is proposed to be located and a portion of the mainland for an interconnection point with Hydro One Networks Inc. (HONI).

The Project will include approximately 28 - 42 wind turbine generators with a total installed nameplate capacity of approximately 56 - 75 MW, a 34.5 kilovolt (kV) underground and/or overhead electrical power line collector system, fibre optic data lines from each turbine and/or wireless technology for the communication of data, a submarine power cable, an operations and maintenance building, a substation with a main power transformer on the island, a switching station on the main-land, a meteorological tower (MET tower), an access road to the met tower site, and turbine access roads with culvert installations, as required, at associated watercourse crossings.

Temporary components during construction may include a temporary dock, storage and staging areas at the turbine locations, crane pads or mats, staging areas along access roads, delivery truck turnaround areas, central laydown areas, crane paths and associated watercourse crossings. The electrical power line collector system would transport the electricity generated from each turbine to the substation. A submarine cable will then carry the electrical energy to the mainland and then to an interconnecting switching station located adjacent to an existing HONI 115 kV transmission line.

Windlectric has retained Stantec Consulting Ltd. to prepare the Renewable Energy Approval (REA) application, as required under O. Reg. 359/09.

2.0 Purpose of the Liaison Committee

The Amherst Island Wind Energy Project Liaison Committee (LC) is being created to serve a role in providing two-way communications between the local community, Windlectric/Algonquin Power (the project owner/developer).

3.0 Liaison Committee (LC) Function/ Objectives

- 3.1 The LC shall serve as a forum between the parties to review and exchange general information related to the development of the Amherst Island Wind Energy Project, general project development, construction and operation schedule issues, local unique features of the Project Study Area, and cultural resources potentially impacted by the project. Windlectric Inc. will assess items brought forward in the exchange and incorporate them into the REA process as appropriate.
- 3.2 The LC shall not exercise any supervisory, regulatory, legal, approval or other decision-making role and will not serve as a reviewer of individual management decisions or as arbiters of individual landowner negotiations, business transactions, or other stakeholder interactions with respect to the development of the Amherst Island Wind Energy Project.
- 3.3 The LC will provide constructive feedback and advice on local items of interest to the project owner, developer and operating manager, on an as needed basis.
- 3.4 The LC does not replace other means for citizens, agencies or other organizations to express their observations and ideas.

4.0 Structure and Membership

- 4.1 The LC will include:
- One Lead Facilitator (Owner's management representative)
 - 4 Members - Local community representatives
- 4.2 Local community representatives will be selected based on their ability and willingness to bring a variety of perspectives from/to the local community.
- 4.3 A Stantec Consulting Ltd. representative(s) will provide support to the Lead Facilitator for the meetings.
- 4.4 Members of the LC will be solicited by direct invitation to community stakeholders. All committee members will be appointed by the project proponent. Membership on the committee shall be without liability.
- 4.5 Membership on the LC does not constitute support, endorsement, or opposition of the Amherst Island Wind Energy Project.
- 4.6 Participation on the LC is a voluntary activity and its members serve without remuneration.
- 4.7 The LC may terminate any member's position on the LC based on a recommendation from any member and based on the person(s) acting in a manner that is disruptive or not contributing to the process.

5.0 Lead Facilitator's Role and Responsibilities:

- 5.1 Shall be the spokesperson for the LC. The Lead Facilitator will represent the LC as a whole, and be a liaison for relaying information to the LC from various other project stakeholders.
- 5.2 Provide LC members with adequate background and timely information on relevant issues.
- 5.3 Respond in a timely manner to LC member's questions and comments.
- 5.4 Respond directly to citizen questions or comments received from LC members in a timely manner and report back to the LC on the outcome.
- 5.5 Provide administrative support as required.
- 5.6 Must have knowledge and understanding of the construction and operations of the wind project.

6.0 Meetings

- 6.1 The LC will meet on a schedule agreed upon by the Lead Facilitator and the other members.
- 6.2 The LC shall meet a minimum of 4 times during the development stage of the project. The LC shall cease to meet after submission of the application for the issuance of a renewable energy approval to the Ministry of the Environment.
- 6.3 Meetings will be held in the local community at a location to be agreed upon by LC members. Meetings will be closed to parties other than LC members and meeting facilitators.
- 6.4 The LC members may provide to the Lead Facilitator agenda topics for the consideration of the content of the agenda.
- 6.5 The Lead Facilitator may call special meeting(s) of the LC as needed, from time to time.
- 6.6 A meeting record should be printed and distributed to committee members and to a representative of Windlectric Inc. (or designated representative).
- 6.7 At the end of each meeting, the LC shall establish a proposed agenda for the next meeting and submit it to the Lead Facilitator. LC members who wish to add items to a meeting agenda shall advise the Lead Facilitator of the item(s) at least fifteen (15) business days before a scheduled meeting.
- 6.8 Meetings will normally include the following regular agenda items.
- Review of draft agenda
 - Review of previous meeting record and any action items
 - Topics of particular interest (e.g. learning about and discussing specific issues)
 - Schedule of upcoming meetings and broad topic areas to be discussed

7.0 Meeting Record

- 7.1 Will provide an overview of the discussions, highlighting action items as appropriate.
- 7.2 Will not be a detailed record of all discussions.
- 7.3 Will not normally include attribution of specific remarks to members of the committee.
- 7.4 Will normally be prepared and distributed to LC members within a week of the particular meeting. The record will be reviewed at the subsequent meeting.
- 7.5 Members may share meeting records with members of their constituency for the purpose of keeping the constituency informed and obtaining feedback.

8.0 Other Procedures

8.1 Members will:

- Regularly prepare for and attend scheduled meetings
- Respect fellow members and their personal and potentially varying views.
- Recognize that all members have an equal right to speak, and will not dominate the discussion.
- Operate in a spirit of cooperation and partnership
- Channel input and opinion from the community and reporting back to the LC on relevant issues. It is not expected that members will undertake any formal process to solicit input.
- Report back to the community as appropriate on LC discussions and activities. It is not expected that members will undertake any formal process of reporting

9.0 Revisions to the Terms of Reference

- 9.1 These Terms of Reference are guidelines and can be revised as desired by the LC, by the Lead Facilitator or by the proponent.