

Community Working Group Meeting # 1

 Amherst Island Wind Energy Project / 160960595

Date/Time: January 19, 2017 / 7-9:15 PM
 Place: Amherst Island Public School
 Next Meeting: TBD
 Attendees: Ariel Bautista (Windlectric), Paul McCorquodale (Windlectric), Katharine Myrans (Stantec), Emma Malcolm (Stantec), Gwen Lauret (local resident), Larry Fleming (local resident), Janet Grace (local resident), Duncan Ashley (Loyalist Township), Chris Raffael (MOECC)
 Absentees: N/A
 Distribution: All Committee Members

Safety Moment: Facilitator identified emergency exits and requested that CWG members bring forward safety topics of importance to them in future meetings.

Item:	Action:
<p>Agenda and Introductions</p> <p>New member of the CLC/CWG, Duncan Ashley, from Loyalist Township was introduced to the Group. The CWG supported Duncan's participation in the CLC/CWG as the Township had previously been invited to participate in the CWG. Duncan clarified his role in the CLC/CWG as a representative of both the Township and the community.</p> <p>The Ministry of Transportation has decided to no longer participate in the CWG/CLC meetings.</p> <p>A representative from the MOECC, Chris Raffael, has asked to sit in the CLC/CWG meetings as an observer who will provide information to the CLC/CWG about regulatory processes and requirements, where relevant. The CWG/CLC is pleased to have him.</p> <p>The Facilitator introduced the purpose of the CWG meeting, particularly noting the difference between the CWG and CLC, and that CWG meetings are not open to the public for viewing.</p> <p>A discussion ensued regarding whether the CWG members are comfortable with having the meetings open to the public. Some members were uncomfortable, while others advocated for public viewing. Ultimately the group agreed to hold a number of CWG meetings before opening these to the public, and Windlectric will further consider whether some, but not all, CWG meetings would be open to the public.</p>	

Item:	Action:
<p>Review of CLC #1</p> <p>The CWG discussed the first CLC meeting (December 7, 2016), including a review of the process, the challenges of having the public react throughout the meeting to comments made by CLC members, the need to address public involvement at future CLC meetings and the process for preparing and disseminating meeting notes. CLC#1 meeting notes were delayed due to the holiday season but it was agreed that meeting notes should be prepared and sent out to CLC/CWG members for review and approval within a week of the meeting, and that CLC/CWG members would have 48 hours to review the notes, after which they would be updated, if needed, and posted on the project website.</p>	<p>Distribute Meeting Notes to CWG members for review and approval within a week of CWG/CLC meetings.</p>
<p>Membership Discussion</p> <p>The size and composition of the CLC/CWG was discussed. CLC/CWG members inquired if Windlectric would consider additional members. It was agreed that the current size and varying perspectives of the CWG/CLC seems well balanced and operated with good synergy at the first meeting. It was agreed that the Company could still consider new members but that new membership would need to be reviewed as to not upset the balance or dynamic of the existing group. The Company confirmed that they had not received any new applications.</p>	
<p>Project Updates</p> <p>The Company has initiated construction of the Island dock.</p> <p>There are ongoing water monitoring and engineering studies to prepare for early-works construction before spring and summer timing restrictions commence.</p> <p>An updated Operations Plan was submitted to the Township on December 23, 2016 and posted on the Township website for a 45-day review period. Windlectric confirmed that the Operations Plan will also be posted on the Project website.</p> <p>The CWG members asked for confirmation that the Project is considered 'approved'. Windlectric confirmed that the Project is approved under the REA and is operating under a valid FIT contract. Some permits are still outstanding and only activities for which permits and approvals have been received are moving forward. Windlectric confirmed that despite certain claims made to the media, all construction activities are occurring and will continue to occur with respective and required permits in place. Windlectric re-iterated that it is not a requirement to have every single project permit in place prior to starting construction.</p>	<p>Windlectric to post the Operation Plan on the Project Website.</p> <p>Windlectric to post a link to the FAQ page on the IESO website for information on the FIT contract.</p>
<p>Review of the CWG and CLC Terms of Reference</p> <p>The CWG ToR was reviewed in its entirety and minor changes to the CLC ToR were reviewed by the Group. CWG members are to contact the</p>	<p>Update the CWG and CLC ToRs accordingly.</p>

Item:	Action:
<p>Facilitator by email with any comments on the CWG ToR or edits to the CLC ToR. Minor changes will be made to the ToRs to include Duncan and Chris as members and to revise the length of time for meeting note distribution.</p>	<p>Post the CLC ToR on the project website.</p> <p>Final copies of both ToRs will be provided to the group at next CWG meeting for approval and signature.</p>
<p>CWG Review of Submitted Questions</p> <p>All questions submitted to the Company as of January 17, 2017 via the project website, email, and by CWG members have been compiled by Windlectric. A typed Question and Answer (Q&A) sheet prepared by Windlectric was distributed to the CWG containing the questions received and answers from Windlectric. The Facilitator read each question aloud and Company representatives provided responses. Based on comments from the Group, some responses were revised to provide more clarity. An updated version of the Q&A will be posted to the Project Website.</p>	<p>Windlectric to post a copy of the Questions and Answers to the Project website.</p>
<p>General Discussion and New Questions</p> <p>A general discussion period ensued. The following are the questions asked and the answers provided by the Company:</p> <p>Q: Where is Windlectric storing fuel? A: Currently Windlectric has a barge where fuel is stored and a designated work area on the shoreline. Windlectric will confirm the exact location and report back to the CWG.</p> <p>Q: Does Windlectric have to follow the Loyalist Township approvals process for getting permitting approval on the batch plant. A: The REA provides approval on the location and operation of the batch plant, and the Township was consulted on the location through the REA process. A number of technical studies were completed as part of the REA to determine the final location of the batch plant. A Local Development Manager, Tim Sullivan has been hired by Windlectric to work on site. Part of his role will be to address day-to-day concerns that the community may have.</p> <p>Q: Will the barge have its own bubbler system in place? A: It is not the company's intention to put in an additional bubbler system for the barge.</p>	<p>Windlectric to identify on a map for the next CWG meeting the locations of fuel storage.</p> <p>Windlectric to post contact information for Tim Sullivan, Local Development Manager on the Project website.</p>

Item:	Action:
<p>Q: Will the public be advised of the removal of any shrubs, trees, etc. along the RoW and near community member's fences and tree lines?</p> <p>A: This is documented in the Operations Plan. Arborist surveys are being completed on the island to minimize impact and the plans are being reviewed. Tree removal on private properties not associated with the project will be avoided.</p> <p>Q: How much money will come into the community as a result of the Project?</p> <p>A: Windlectric will provide the most up-to-date number at the next CWG meeting.</p> <p>Q: The Company committed to the use of flagmen in construction areas, but there was a day recently without flagmen.</p> <p>A: Windlectric followed all regulations regarding these temporary activities, and responded to community concerns by putting out flagmen the following day (although they are not required for temporary works).</p> <p>Q: How does the community know if the emails being sent through the Project website / email address are being reviewed and responded to?</p> <p>A: Windlectric will explore setting up an automatic reply for the Project email address so community members know that their emails are being received and will be responded to by the Company.</p> <p>Q: Will the Company set up a local office on the Island? Could you consider using the Old United Church?</p> <p>A: The United Church is currently owned by the Municipality and is a Heritage Building. Windlectric believes this is a good recommendation and will consider this and hold conversations with the Municipality about pursuing this.</p> <p>Q: If there is an immediate safety risk during construction, who do we contact?</p> <p>A: The Site Manager. Contact information is on the website and we can post the information at various locations on the island/ferry/mainland. Suggestions on the most useful places to post this information are welcomed by Windlectric.</p>	<p>Windlectric to provide estimated payment number at the next CWG meeting.</p> <p>Windlectric to consider setting up an 'automatic reply' bounce back for the Project email address.</p> <p>Windlectric to contact the Recreation Director from the Municipality to discuss the church and using it as a site office.</p>

Item:	Action:
<p>Q: Is the Company considering any other tools (beyond the CWG and CLC) for communicating with the public?</p> <p>A: Yes, we are considering using other methods – for example preparing a Fact Sheet to share the benefits of the Project and to clarify some misinformation about the Project. We will consider also developing a community newsletter to provide the community with timely Project updates. In addition, social media (Twitter, Facebook) accounts for the Project have been created and are active.</p> <p>CWG Members provided their constraints on when the next meeting can happen. Some members are not available February 15 – 28, 2017.</p>	
The meeting adjourned at 9:15 PM	

The foregoing is considered to be a true and accurate record of items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

Stantec Consulting Ltd.

Emma Malcolm, M.A.
Consultation Practitioner
Phone: 905-944-7785
emma.malcolm@stantec.com