

**Amherst Island Wind Energy Project
Community Working Group**

Terms of Reference



Prepared for:
Amherst Island Wind Energy
Community Working Group

Prepared by:
Stantec Consulting Ltd.

File No. 160960595
February 10, 2017

**AMHERST ISLAND WIND ENERGY PROJECT
COMMUNITY WORKING GROUP**

TERMS OF REFERENCE

Table of Contents

1.0	PROJECT INFORMATION	1
2.0	PURPOSE OF THE COMMUNITY WORKING GROUP	2
3.0	CWG MEMBERSHIP	2
4.0	CWG MANDATE	2
5.0	ROLES AND RESPONSIBILITIES	3
5.1	LEAD FACILITATOR	3
5.2	COMPANY REPRESENTATIVES	3
5.3	OTHER CWG MEMBERS.....	4
6.0	AUTHORITY	4
7.0	MEETINGS	4
8.0	MEETING NOTES	5
9.0	REVISIONS TO THE TOR.....	5
10.0	APPROVAL.....	5

TERMS OF REFERENCE

1.0 PROJECT INFORMATION

In response to the Government of Ontario's initiative to promote the development of renewable electricity in the province, Windlectric Inc. (the Company) proposed to develop, construct, and operate the Amherst Island Wind Energy Project (the Project) on Amherst Island within Loyalist Township in the County of Lennox and Addington in eastern Ontario. In August 2015, the Project received its Renewable Energy Approval (REA) (REA #7123-9W9NH2) and in August 2016 the Environmental Review Tribunal dismissed an appeal of the REA. The project is now proceeding to construction.

The Project Location includes lands on Amherst Island, lands north of Provincial Highway 33 where the interconnection station is located and a corridor stretching between the Island and the mainland where the submarine cable is located. The mainland portion of the Project Location stretches from the mainland shoreline, north of the Invista Transformer Station and is generally bounded by i) County Road 4 to the West; ii) the Canadian National Railway line to the North; and iii) approximately 500 m East of Jim Snow Drive to the East.

The Project will include construction of up to twenty-six (26) Siemens wind turbines. The REA Schedule B identifies the location of twenty seven (27) potential sites. The Project will also include 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 transmission line, truck turnaround areas, a submarine cable, an operations and maintenance building, permanent island dock, a substation, a switching station, one connection point to the existing electrical system, cable vault areas, meteorological towers, access road to the meteorological tower site, and turbine access roads with culvert installations, as required, at associated watercourse crossings.

Temporary components during construction may include staging areas for the turbines, meteorological tower(s), a temporary mainland dock, site office(s), concrete batch plant, central staging areas, and associated watercourse crossings.

The electrical power line collector system would transport the electricity generated from each turbine to the substation, along the submarine cable to the mainland and then to a switching station located near to an existing Hydro One Networks Inc. 115 kV transmission line.

AMHERST ISLAND WIND ENERGY PROJECT COMMUNITY WORKING GROUP

TERMS OF REFERENCE

2.0 PURPOSE OF THE COMMUNITY WORKING GROUP

The Amherst Island Wind Energy Project Community Working Group (CWG) has been created to provide an additional means of two-way communications between representatives from the local community, other stakeholders, the Company and the General Contractor. The CWG meetings will allow for a frequent exchange of information throughout the construction period.

3.0 CWG MEMBERSHIP

The Company has voluntarily chosen to hold monthly CWG meetings in the months when the Community Liaison Committee (CLC) is not meeting.

The CWG's membership consists of CLC members and currently includes (subject to change):

- 1 Lead Facilitator (Stantec Consulting)
- 1 Meeting Administrator (Stantec Consulting Ltd.)
- 2 Company representatives
- 3 local residents
- 1 municipal councilor
- 1 MOECC representative

Membership on the CWG does not constitute support, endorsement, or opposition of the Amherst Island Wind Energy Project.

Participation on the CWG is a voluntary activity and its members serve without remuneration.

The Company may terminate any member's position on the CWG based on the person(s) acting in a manner that is disruptive or not contributing to the process. Termination from the CWG will also result in termination from the CLC.

4.0 CWG MANDATE

The mandate of the CWG is to provide a forum for information exchange and review beyond the mandated CLC meetings. The CWG meetings are specifically for:

- the Company to provide ongoing information about the construction, operation, maintenance and decommissioning plans/activities for the Amherst Island Wind Energy Project, including any ongoing studies, mitigation or monitoring activities;

AMHERST ISLAND WIND ENERGY PROJECT COMMUNITY WORKING GROUP

TERMS OF REFERENCE

- the Company to provide responses to questions raised at the previous CLC or CWG meeting(s);
- members of the CWG to bring forward any questions or concerns relating to the Project's construction, operation, maintenance and decommissioning plans/activities;
- CWG members to have a venue to provide reasonable, constructive feedback and reasonable advice on local items of interest;
- reviewing and discussing comments and questions emailed to (or otherwise received by) the CWG from members of the public or their organizations; and
- the Company to assess items brought forward at CWG meetings and incorporate them (where reasonably appropriate and at the Company's discretion) into the construction, operation, maintenance and decommissioning plans/processes.

5.0 ROLES AND RESPONSIBILITIES

Every CWG member is expected to:

- regularly prepare for and attend scheduled meetings to the best of their ability;
- respect fellow members and their personal and potentially varying views;
- recognize that all members have an equal right to speak, and that one will not dominate the discussion;
- operate in a spirit of cooperation and partnership; and
- review and confirm the accuracy of CWG meeting notes.

5.1 LEAD FACILITATOR

The lead facilitator will be from Stantec Consulting Ltd. and will be responsible for guiding the meeting as per the agenda. The lead facilitator will also, as required:

- provide structure and process to discussions to help the group function effectively (e.g., time management, speaking order);
- align discussions to focus on equality and respect and allow each member an equal opportunity to participate;
- remain neutral in order to conduct the meeting fairly; and
- distribute meeting minutes/notes for review.

5.2 COMPANY REPRESENTATIVES

The Company representatives sitting on the CWG will:

- provide CWG members with information on relevant issues;



AMHERST ISLAND WIND ENERGY PROJECT COMMUNITY WORKING GROUP

TERMS OF REFERENCE

- discuss CWG members' questions and provide timely responses on appropriate topics;
- review and consider comments received through the Project website/email and discuss them with the CWG; and
- consider comments received from CWG members and incorporate them, where reasonably possible and appropriate into Company plans for the Project.

5.3 OTHER CWG MEMBERS

The other members of the CWG (i.e., not the facilitator or Company representatives) will:

- consider information provided by the Company and provide feedback as requested;
- bring forward issues and comments from their community or the organization(s) they represent (though it is not expected that members must undertake any formal process to solicit input); and
- share information with their community or organizations(s) as appropriate on CWG discussions and activities (though it is not expected that members will undertake any formal process of reporting).

6.0 AUTHORITY

The CWG does 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 Project.

The CWG does not replace other means for citizens, agencies or other organizations to express their observations and ideas.

7.0 MEETINGS

The CWG will meet once a month over the next two years in the months when a formal CLC meeting is not held.

The first meeting was held on January 19, 2017. In-person meetings will be held at the Amherst Island Public School, or another suitable location on the island and, unlike the CLC meetings, will not be open to the public for viewing. CWG members will be provided with 2 weeks' notice before each CWG meeting date. While it is expected that most of the CWG meetings will be held in person, some meetings may be conducted via conference call or webinar.

AMHERST ISLAND WIND ENERGY PROJECT COMMUNITY WORKING GROUP

TERMS OF REFERENCE

Materials and teleconference/webinar links required for the CWG will be provided by the Company.

Meetings will generally include the following:

- A review of the agenda
- A review of previous CLC or CWG meeting minutes and any action items
- Sharing of information from Company representatives
- A discussion of topics of particular interest to CWG members
- A discussion of topics submitted by members of the public
- A determination of what items will be brought forward to the CLC meetings

8.0 MEETING NOTES

Stantec Consulting Ltd. will provide an administrative support member to the CWG to take meeting notes. Meeting notes will provide an overview of the discussions held by the CWG, highlighting action items as appropriate. The meeting notes will not be a detailed record of all discussions and will not normally include attribution of specific remarks to members of the committee.

The meeting notes will normally be prepared and distributed to CWG members within one week of the applicable meeting. The notes will be reviewed by CWG members and comments will be provided to the facilitator within 48 hours. Finalized meeting notes will be posted on the Project Website.

9.0 REVISIONS TO THE TOR

These Terms of Reference are guidelines and may be revised by the Company or by the Lead Facilitator.

10.0 APPROVAL

This document was formally adopted by the Amherst Island Wind Energy Project Community Working Group on the _____ day of _____, 2017.

**AMHERST ISLAND WIND ENERGY PROJECT
COMMUNITY WORKING GROUP**

TERMS OF REFERENCE

As a member of the CWG, I have reviewed and understood the contents of this CWG Terms of Reference document and agree to participate in the CWG in a spirit of cooperation and in accordance with the guidelines and requirements herein.

Name

Signature
