

COMMUNITY LIAISON COMMITTEE(CLC)

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Mandate

The Ontario Ministry of the Environment (MOE) issued a Renewable Energy Approval (REA) in December 2012 for the McLean's Mountain Wind Farm. One of the REA terms/conditions is that Northland Power on behalf of the Project establish a Community Liaison Committee (CLC) to hold at least two meetings each year over the next two years (2013/2014). Membership of the Committee was by publicly advertised notice and invitation to apply to contribute to the ongoing discussion and sharing of facts on the development through to retirement of the Facility.

Purpose

The purpose of the McLean's Mountain Wind Farm CLC is to establish a forum to facilitate two-way communication between the project and the residents of Manitoulin Island, particularly those living in proximity to wind farm development. The communication will be focused on issues related to the construction, installation, operation, maintenance and decommissioning of the Facility.

The CLC meetings will provide the Project the ability to provide to the public regular updates on these issues and to discuss them, along with other matters the CLC Members may recommend.

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The purpose is clear. It is to have the CLC serve as an effective vehicle for two-way, factual and constructive communication on the issues that matter to NEMI and to the Project related to the McLean's Mountain Wind Farm.

Objectives

The objectives of the CLC are three-fold:

1. To increase public knowledge about wind energy in general and about the MMWF in particular by providing accurate and up-to-date information on the construction, installation, operation and decommissioning or retirement of the Facility;
2. To provide a forum and an opportunity for the Project to better understand public concerns and perceptions about the risks and potential effects of wind energy and of the Facility;
3. To encourage meaningful engagement through open and constructive dialogue that leads to opportunities to identify improvements and mitigation towards working together, to resolve or minimize concerns and conflicts while building support/acceptance for the Facility.

Process

The Project followed the REA process for establishing a CLC. It prepared Public Notices that appeared in the local newspaper, The Expositor. It also prepared and published information on the CLC with an additional invitation for public participation that appeared in the Manitoulin Winds News Column by Rick Martin in The Expositor. Local community groups and the First Nations were issued letters advising them of the CLC and the process to submit an application. A householder information flyer was also prepared and distributed to local residents and landowners.

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Once the deadline for applications passed, the written applications were reviewed against a set membership criteria. As indicated publicly, the response exceeded the number of positions advertised so a decision was made to expand the CLC to 16 from the originally planned 12. Notifications of acceptance were issued. Others were invited to participate as observers. The CLC Contact Register was issued to seek and secure preferred contact information from the Members. The mandatory CLC Charter /Code of Conduct was issued for execution by all Members.

A request for CLC Member input to the Agenda for the first meeting was issued. It was agreed that each of the four meeting agenda would include up to three topics recommended by the Members. This input would be received in advance of each meeting to be sure the two-way commitment was reflected in the meeting agenda and to ensure time for preparation of discussion content that is accurate, current and informative.

The meeting agenda would be issued in advance of the meeting along with materials to be discussed. A welcome package would be presented to the CLC Members at the inaugural meeting and would include the Terms of Reference along with all other CLC documents housed in a binder/folder.

The four meeting schedule would be set at the first meeting.

Membership

The CLC membership criteria follow:

- Proximity to the project
- Willingness to engage in a respectful, collaborative and constructive process.
- Willingness to bring perspectives to help shape and direct the discussion.
- Interest in and ability to identify topics of interest or concern to ensure meaningful communication exchanges
- For individuals:

A direct, identifiable interest.

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- For representatives of organizations:

Authority to represent the organization.

Note: The organization must be recognized as a community stakeholder group.

The organization must be willing to disseminate information to its membership on a timely basis and (if requested) obtain and share feedback

The CLC membership selection process included identification of applicants against membership categories to ensure broadest possible representation, including:

Category 1	Participants Within 1 km	Category 4	Business/Community Groups
	4 candidates		2 candidates
Category 2	Non-Participants Within 1 km	Category 5	Political
	2 candidates		2 candidates
Category 3	Community at Large	Category 6	First Nations
	2 candidates		2 candidates
		Category 7	Partnership Reps
			2 candidates

Roles and Responsibilities

All CLC Members must be committed to attending and participating in all four meetings. If a Member misses two consecutive meetings they may be asked to forfeit their position on the CLC. CLC Members are expected to come to the meetings prepared by reading any material provided in advance of the meeting. While at the meetings, Members are expected to participate by listening to information provided and to any presentations and discussions to by providing input to such discussions

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by engaging in a constructive manner. Opinions may differ and ideas may be challenged, all will be heard and considered in respectively.

Specific roles and responsibilities for the various participants in the CLC meetings follow:

- (i) Meeting Co-Ordinator / Facilitator
- (ii) Project Representatives
- (iii) CLC Members
- (iv) Public Observers

Meeting Co-Ordinator / Facilitator: The CG Group

In its role as Meeting Co-Ordinators, The CG Group will be responsible for the following activities:

- Scheduling/organizing all meetings;
- Setting meeting Agenda;
- Collecting CLC Member input to meeting Agenda in advance;
- Handling public requests for meeting topics or meeting deputations to be included as part of meeting Agenda;
- Distribution of Agenda to CLC Members and co-ordination of the posting of agenda on the Project website at least one week prior to the meeting;
- Preparation of meeting Minutes;
- Co-ordination of recording of every meeting (audio/visual);
- Distribution of meeting Minutes to CLC Members and co-ordination of posting meeting Minutes to the Project website;
- Providing copies of CLC meeting Agenda and Minutes to the local MP and MPP;

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- Liaison with the Project experts and senior staff to collect any additional information requested by CLC Members;
- Maintain the CLC Member Contact Register keeping it up-to-date for Member reference.

The CG Group will attend and facilitate all meetings with responsibility to ensure that the meetings are well-run, are conducted within the allotted time and that the meetings are conducted in keeping with the CLC Charter and Code of Conduct.

The meeting Facilitator will be Nancy Coldham of The CG Group. She will be responsible for ensuring that:

- The agreed upon meeting Agenda and time schedule is followed;
- Meetings allow constructive and thoughtful discussion and engagement;
- Members are provided with technical support and adequate information related to the Agenda items/topics to assist all Members in being comfortable they are able to make a contribution to the discussion; and,
- Members respect the opinions and questions shared by others, refrain from interrupting others during the meetings and ensure meetings are not disrupted.

Note: The facilitator has the authority and responsibility to ask any Member or public observer who is not honouring the Code of Conduct or standard meeting courtesy and protocol to leave or be removed from the meeting room.

Project Representatives

The Project has two representatives for the Partners as well as technical staff and specialists that will be responsible for the following:

- Attending all four meetings;

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- Working within the Charter and the Terms of Reference of the CLC;
- Providing the CLC with accurate and up-to-date information supported by appropriate presentations and documents on the Agenda topics related to the construction, installation, operation, maintenance and retirement of the Facility;
- Listening to all issues, concerns, ideas and suggestions that emerge during and as a result of the meetings;
- Participating, as appropriate, in meeting discussions and providing answers of additional follow-up information as requested/required;
- Reviewing meeting Minutes, presentation materials, documents and information for Agenda items/topics for each meeting;
- Preparing themselves for full participation in each meeting by reading materials in advance of the meetings and being well-briefed on the topics to serve as a resource to the CLC Members; and
- Assisting the Facilitator in posting of CLC Agenda, Minutes and additional material to the Project website.

CLC Members

Members will be responsible for the following:

- Completing the Member Contact Register with up-to-date and preferred contact information;
- Signing the CLC Charter and Code of Conduct in order to participate;
- Attending all meetings;
- Participating in meetings and discussions in accordance with the CLC Charter and Code of Conduct;
- Identifying and recommending areas of concern or interest about the Facility for Agenda items and discussion;

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- Being prepared for meetings by reviewing all materials provided in advance of the meeting;
- Participating in evaluation of the public requests for additional topics for discussion or for a deputation to the CLC meeting;
- Assisting in keeping the local community and other interest groups apprised of information shared about the facility and the phases of its development and operation; and
- Alerting the CLC should there be misinformation circulating within the broader community that should be addressed.

Public Observers

All CLC meetings will be open to the public. Public will be expected to participate by listening to the discussions. Public observers are not permitted to disrupt or interrupt the meetings.

Public observers may complete an Agenda Item Request form request/recommend additional topics for upcoming meetings.

Public observers may also complete a Deputation Request. Deputation requests will be received and reviewed by the Facilitator in consultation with the Project Representatives and with CLC Members. A Deputation would be limited to a 5-minute presentation. Again, if making a Deputation the public observer would be required to follow the meeting rules for decorum.