

# ARMOW Wind Project

## Community Liaison Committee



### Community Liaison Committee (CLC) CHARTER

#### **Mandate/Purpose**

The Armow Wind Project is a commercial wind energy generation facility located in the Municipality of Kincardine, Bruce County, Ontario. The project will produce approximately 180 megawatts of power and is being developed by SP Armow Wind Ontario LP by its general partner SP Armow Wind Ontario GP Inc. (SP Armow). In October 2013, SP Armow obtained approval from the Ministry of the Environment (MOE) to build a Class 4 Wind facility.

Good planning includes the involvement of the community as a key partner. SP Armow is establishing a Community Liaison Committee to act as an advisory body and discuss the important aspects of construction, installation, use, operation, maintenance and retirement of the Armow Wind Project. This Committee is a requirement of Armow Wind Project Renewable Energy Approval (REA) and will serve as a forum to share ideas, express concerns and to provide the community with ongoing updates about the project.

The mandate of the CLC is to:

- Act as a liaison facilitating two way communication between SP Armow and members of the public with respect to issues related to the construction, installation, use, operation, maintenance and retirement of the SP Armow Wind Project;
- Provide a forum for the SP Armow to provide regular updates on the construction, installation, use, operation, maintenance and retirement of the SP Armow Wind Project with members of the public; and,
- Ensure that any issues or concerns resulting from the construction, installation, use, operation, maintenance and retirement of the project are discussed and communicated to the SP Armow.

#### **Objectives**

The objectives of the CLC are to:

- Increase the public's knowledge base of wind energy by providing accurate and up-to-date information on the construction, installation, use, operation, maintenance and retirement of the SP Armow Wind Project;
- Help SP Armow better understand the public's concerns and perception of the project, especially during the construction process; and,
- Engage in meaningful and open dialogue in order to identify opportunities for improvements and mitigation and work towards resolving or minimizing conflicts and gaining support/acceptance for the Armow Wind Project.

## **Membership**

The CLC will ideally consist of local stakeholders, which includes individuals from the following groups:

- Landowners;
- Residents within 1 km of the Project;
- Aboriginal communities;
- Members of the Agriculture community;
- Business / industry representatives;
- Local social and environment organizations; and,
- Representatives from local government agencies.

The CLC meetings will be facilitated and supported by representatives from AECOM. In order for the CLC to operate effectively and efficiently, it will be limited to 14 members. However, meetings will be open to the general public for observation and requests for delegations may be submitted. At the discretion of the facilitator and in consultation with the CLC and SP Armow, up to three (3) brief (up to 10 minutes) delegations may be made at each CLC meeting.

The CLC meetings will also be attended by at least one (1) company representative as well as technical staff/specialists.

## **Roles and Responsibilities of Participants**

The CLC provides a mechanism for community engagement and communication. All CLC members must be committed to attending and participating in the meetings by listening to information provided by SP Armow, providing input and engaging in discussion in a respectful and constructive manner. While opinions and ideas may differ, all will be listened to and considered.

The following outlines the specific roles and responsibilities of the various participants.

### **CLC Members**

Participants will be responsible for:

- Signing of the CLC Charter (mandatory in order to participate);
- Attending all CLC meetings
  - Note: If a member or group representative misses the first two meetings, the facilitator may require the member to forfeit their position and open the position to another person/stakeholder. Alternatively, that member may forward a substitute - spouse or colleague - to take their place);
- Working within the charter for the CLC;
- Listening to/reviewing and considering the views of fellow CLC participants and information provided by SP Armow;
- Identifying areas of concern or interest about the Armow Wind Project;

- Suggesting strategies for improvement;
- Participating in discussions;
- Listening to and considering the opinions of other CLC members;
- Providing constructive feedback on SP Armow's suggestions for improvements;
- Being prepared for meetings by reviewing any materials provided in advance by the facilitator (including minutes from previous meetings);
- Participating in the evaluation of requests for public depositions; and,
- Assisting SP Armow in keeping the local community and other interest groups apprised of information about the project by relaying information via existing community networks.

### **Company**

SP Armow and its technical staff and specialists (as required) will be responsible for:

- Attending all meetings;
- Working within the charter for the CLC;
- Providing the CLC with accurate and up-to-date information on the construction, installation, use, operation, maintenance and retirement of the project;
- Listening to issues, concerns and suggestions;
- Participating in discussion 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; and,
- Posting all CLC materials (e.g., agendas, minutes, and additional materials) on its website.

### **AECOM (Meeting Coordinators and Facilitator/Chair)**

In its role as Meeting Coordinators, AECOM will be responsible for the following:

- Scheduling/organizing all CLC meetings;
- Setting formal agendas:
  - Including the review, evaluation and selection of up to three public deposition requests which would be included as part of the meeting agenda;
- Distribution of agendas to CLC members and posting of the agendas on the SP Armow website at least one week prior to the next CLC meeting;
- Provision of hard copies of meeting materials at the meeting;

- The preparation of meeting minutes;
- The distribution of meeting minutes to the CLC members and posting of the minutes on the SP Armow website;
- Tracking CLC and public inquiries regarding the SP Armow Wind Project to ensure the following meeting's agenda addresses relevant inquiries (including public depositions);
- Liaising with SP Armow to collect additional information requested by the CLC members; and,
- Coordinating the posting of any information prepared by, or presented to, the CLC on the SP Armow website.

In its role as Chair, AECOM will attend 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;
- The agenda and time schedule for each meeting is followed;
- Meetings allow for constructive and thorough discussion; and,
- All members respect the participant's opinions and questions, and do not interrupt another CLC member while speaking (the Chair may supersede this provision and the Chair has the right to excuse or replace any member of the CLC or public observer who is interfering with or disrupting with the CLC meetings).

### **Meeting Format**

A total of four (4) CLC meetings will be held over a two-year period and will be:

- Conducted in a local facility (location to be confirmed);
- Held in the evening , 5:30 pm to 8:30 pm (supper at 5:30 meeting start at 6:00), dates and times to be confirmed;
- Approximately 2 hours in length; and,
- Run in a workshop/roundtable format.

***More information on the approach to establishing and facilitating the CLC can be provided by contacting the committee facilitator:***

**Mark van der Woerd, AECOM**  
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**[mark.vanderwoerd@aecom.com](mailto:mark.vanderwoerd@aecom.com)**

**Agreement to Terms of Membership**

I have read, understand and agree to the terms set out in the CLC Charter and agree to participate as a member of the CLC.

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Name of CLC member (printed)

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Signature of CLC member

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Contact Information (i.e., email and telephone)

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Date