

North Kent Wind 1 Project Community Liaison Committee



Community Liaison Committee Charter

Mandate/Purpose

North Kent Wind is establishing a Community Liaison Committee (CLC) to discuss aspects of construction, installation, use, operation, maintenance and retirement of the North Kent Wind 1 Project (Project). The CLC is a requirement of the North Kent Wind 1 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 North Kent Wind and members of the public with respect to issues related to the construction, installation, use, operation, maintenance and retirement of the Project;
- Provide a forum for North Kent Wind to provide regular updates on the construction, installation, use, operation, maintenance and retirement of the 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 North Kent Wind.

Objectives

The objectives of the CLC are to:

- Increase the public's knowledge of wind energy by providing accurate information about the construction, installation, use, operation, maintenance and retirement of the Project;
- Help North Kent Wind better understand the public's concerns and perception of the Project, especially during the construction and operations phase of the Project; and,
- Engage in meaningful and open conversations in order to identify opportunities for improvements, mitigation and work towards proactively resolving concerns from the community, where possible.

Membership

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

- Landowners and residents within 1 km of the Project;
- Indigenous communities;
- Members of the Agriculture community;
- Business / industry representatives;
- Local social and environment organizations; and,
- Representatives from local 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 approximately 12 members. In

addition, 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 North Kent Wind, up to three (3) brief (up to 5 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, as required.

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 North Kent Wind, providing input and engaging in discussion in a respectful and constructive manner. While opinions and ideas may differ, all CLC members and North Kent Wind Project team members 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 community members / stakeholder. Alternatively, that member may forward a substitute 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 North Kent Wind;
- Identifying areas of concern and interest regarding the Project;
- Providing constructive feedback to North Kent Wind on plans and information brought forward to the CLC;
- Being prepared for meetings by reviewing any materials provided in advance by the facilitator (including agendas, meeting summary and parking lot items from previous meetings);
- Participating in the evaluation of requests for public depositions;
- Participating in the evaluation of requests for either the addition or removal of CLC members; and,
- Assisting North Kent Wind in keeping the local community and other interest groups apprised of information regarding the Project by relaying information via existing community networks.

Company

North Kent Wind 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 information on the construction, installation, use, operation, maintenance and retirement of the Project;
- Listening to issues, concerns and suggestions as outlined by CLC members and members of the public;
- Participating in discussion and providing answers or additional follow-up information where feasible;
- Reviewing meeting summaries 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, meeting summaries, meeting notifications and additional materials) on the Project website.

AECOM (Meeting Facilitator)

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 (3) public deposition requests which would be included as part of the meeting agenda;
- Distribution of agendas to CLC members;
- Providing hard copies of meeting materials at the meeting;
- Preparation of meeting summaries;
- The distribution of meeting summaries to the CLC members;
- Tracking CLC and public inquiries regarding the Project to ensure the agenda for the upcoming meeting addresses all relevant inquiries (including public depositions);
- Liaising with North Kent Wind to collect additional information as requested by CLC members; and,
- Coordinating the posting of any information prepared by, or presented to, the CLC on the Project website.

In its role as Facilitator, AECOM will ensure that:

- CLC members are provided with adequate information and technical support to assist them in their contribution to the CLC discussions;
- The schedule for each meeting as outlined in the respective agenda is followed;
- Meetings allow for constructive and thorough discussion; and,
- All members respect each participant's opinions and questions, and do not interrupt another CLC member while speaking (the Facilitator may supersede this provision and the Facilitator 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 facility within close proximity of the Project (location to be confirmed);
- Held in the evening , typically from 6:00 pm to 8:00 pm (refreshments available starting 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:

Mark van der Woerd, AECOM

Phone: 905-390-2003

Email: 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.

Name of CLC member (printed)

Signature of CLC member

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

Date