



Romney Wind Energy Centre
COMMUNITY LIAISON COMMITTEE (CLC)

Guidelines and Participant Workbook

June 2018

ROMNEY WIND ENERGY CENTRE LIMITED PARTNERSHIP

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1. Background

In spring 2015, Romney Energy Centre Limited Partnership (the “Company”) developed a Community Engagement Plan for the Romney Wind Energy Centre (the “Project”), an On-Shore Wind power Project located in the Municipality of Chatham-Kent and the Town of Lakeshore.

On September 1, 2015, the Project was submitted to the Independent Electricity System Operator (IESO) under the Large Renewable Procurement’s first Request for Proposals (the “LRP I RFP”) to obtain a power purchase contract for the Project.

In early 2016, EDF Renewables Development Inc. was awarded an LRP I Contract (the “Contract”) by the IESO to develop, build and operate the 60 MW Romney Wind Energy Centre L.P. The Project is a partnership between EDF Renewables Development Inc. and Aamjiwnaang First Nation.

The Project submitted the Renewable Energy Approval (REA) application to the Ministry of the Environment and Climate Change (MOECC) on July 24, 2017. The REA process outlines standards for the protection of the environment, cultural heritage and continued engagement with members of the public, host municipalities and Indigenous communities.

On April 16, 2018, the MOECC issued the Renewable Energy Approval for the Romney Wind Energy Centre. The notice was published on the Environmental Registry (ER) and can be accessed on the Project website, along with all REA reports. Obtaining the REA is an important milestone for the Romney Wind Energy Centre, as it demonstrates that the Project complies with provincial requirements.. The construction phase is anticipated to start in the fall of 2018. Delivery and erection of turbines are expected in the summer of 2019 and operation beginning by the end of 2019.

2. Community Liaison Committee

Within three (3) months of receiving the REA, the Company shall make reasonable efforts to establish a Community Liaison Committee (CLC). The CLC is a forum to exchange ideas and share concerns with interested residents and members of the public.

Residents living within a one (1) kilometre radius of the Project and members of the public who may have an interest to participate on the CLC will be notified by:

- ✓ publishing a notice in a newspaper with general circulation in each local municipality in which the Project location is situated; and
- ✓ posting a notice on the Company’s publicly accessible website

3. Committee Appointment

The volunteers interested to be part of the CLC, shall apply in writing by June 30, 2018. Application forms are available on the project website. Your application should include the following:

- ✓ your name, contact information

- ✓ your involvement in the Project to date
- ✓ your location relative to the project
- ✓ any organization you represent
- ✓ your interests/concerns associated with this project.

Membership selection will be based on the need for a balanced perspective related to the Project to present distinct points of view and facilitate effective discussion. Once the CLC is established, the names of the committee members will be listed in Appendix A, and updated as necessary.

4. Committee Purpose

The committee plays an advisory and participatory role to support the community's interaction with the Project, while respecting the host communities and encouraging participation by local companies and interested persons.

The purpose of the CLC shall be to:

- ✓ act as a liaison facilitating two-way communication between the Company and members of the public with respect to concerns relating to the construction, installation, use, operation, maintenance and decommissioning of the Project
- ✓ provide a forum for the Company to provide regular updates on, and to discuss concerns relating to, the construction, installation, use, operation, maintenance and decommissioning of the Project with members of the public; and
- ✓ ensure that any concern resulting from the construction, installation, use, operation, maintenance and decommissioning of the Project are communicated to the Company and follow-up occurs
- ✓ identify potential opportunities, encourage and facilitate the participation of local business, services and interested persons in the project.

5. Committee Composition

The CLC is comprised of at least five (5), and at most, nine (9) permanent members from the host communities; namely the Municipality of Chatham-Kent and the Town of Lakeshore, more precisely, the communities of Wheatley and Comber.

The Company may invite other community members to participate in the CLC, including, but not limited to, local municipalities, local conservation authorities, Indigenous communities, federal or provincial agencies, and local community groups.

The CLC will consist of at least one (1) Company representative who attends all meetings.

At the discretion of the Company, a facilitator, moderator or other consultants may be invited to participate in meetings.

Occasionally, permanent members may be represented by substitutes. Part-time members may also join the committee.

5.1 Roles and Responsibilities

Each member of the liaison committee will participate in discussions and work:

- ✓ in the name of the interest group he or she represents
- ✓ by delivering the information and suggestions from the interest group he or she represents
- ✓ by identifying citizens' interests and possible concerns relating to the Project
- ✓ by proposing solutions adapted to the interests and concerns raised.

5.2 Conflict of Interest

A committee member may be in conflict of interest in the following situations:

- ✓ through the member's employment, if he or she benefits personally from the liaison committee's potential recommendations and can influence the content
- ✓ through the member's direct or indirect interest in a company, if he or she favours this company at the expense of the Project.

A member who is or appears to be in a conflict of interest has the responsibility of informing the other members of the committee and Rommey Energy Centre Limited Partnership. The person must withdraw from the committee in all matters regarding the subject of the conflict of interest. He or she may rejoin the committee once a ruling on the subject has been made and a resolution has been adopted.

6. Working Methods

6.1 Invitation, Agenda and Meeting Minutes

By mutual agreement between the committee members, the meeting invitation, agenda and taking of minutes will all be prepared under the responsibility of the Company.

At least two (2) weeks before a work session is to be held, a formal invitation shall be sent by email to all of the members of the liaison committee.

As all the CLC meetings are open to the general public, the Company will prepare and distribute meeting notices to CLC members and publish meeting dates on the Project website as they are known.

The members shall receive a proposed agenda and the minutes from the previous work session for approval. The minutes will present the liaison committee's final recommendations without providing a detailed list of the discussions.

Agenda items could include, but are not limited to:

- ✓ confirmation of previous meeting minutes

- ✓ response to concerns raised
- ✓ reports and overview of activities
 - project update
 - environmental monitoring
 - community feedback
 - setting tentative date for next meeting.

6.2 Work Session Schedule and Location

The Company will ensure that the CLC operates for a minimum period of two (2) years from the day it is established. During this two (2) year period, the Company shall ensure that the CLC meets a minimum of two (2) times per year. At the end of this two (2) year period, the Company shall contact the MOCC to discuss the continued operation of the CLC.

Generally, the liaison committee meetings may be held at the Project work site or a venue located near the Project site. The committee members may decide to hold a work session elsewhere in the area if they deem necessary, however, the communities where the project will be implemented (Wheatley and Comber) shall be the committee's preferred meeting location.

Frequency of meetings

Project Phase	Meetings
2018 – Development/Construction Phases	1 meeting in the last quarter of the year
2019 – Construction Phase	1 meeting in each of the first and second semester of the year
2020 – Operation Phase	1 meeting in at the first quarter of the year

6.3 Quorum

Quorum is established when half of the liaison committee's members plus one are present. In the event quorum is not reached, the meeting will still take place but no vote or recommendation shall be issued by the liaison committee.

6.4 Recommendations

Whenever possible, the Company wants to promote consensus in the process of formulating recommendations. Striving for consensus results in finding creative solutions, adapted to the needs of the community and, ultimately, the best possible solution. Consensus is preferred over compromise, which represents a series of concessions between two positions that are difficult to reconcile.

In the event of a difference of opinion, the following process is preferred in order to reach a recommendation:

- ✓ define the problem and agree on its definition
- ✓ stimulate the group's reflection on the defined problem
- ✓ gather the opinions of the liaison committee members, who shall express themselves freely
- ✓ reformulate the expressed opinions in order to avoid misunderstandings
- ✓ seek solutions in small groups, through negotiation or mediation
- ✓ create a proposal that shall be submitted with the goal of reaching a consensus.

6.5 Work Environment

The work sessions must be constructive and take place in an orderly and harmonious atmosphere. A suitable environment shall support the following principles:

- ✓ respecting stakeholders
- ✓ following the agenda
- ✓ sharing and listening
- ✓ considering or critiquing ideas and not individuals
- ✓ keeping all debates within the limits of the subject at hand
- ✓ avoiding parallel discussions
- ✓ displaying an attitude of cooperation and openness
- ✓ using appropriate and respectful vocabulary.

6.6 Role of the Assembly President

In order to ensure the proper functioning of the liaison committee's work sessions, a company representative or an external consultant shall be nominated as being the Assembly President.

The President is responsible for:

- ✓ opening the meeting
- ✓ regulating the right to speak and directing discussions to ensure the respect of the guidelines set out in this document and, more generally, cordial exchanges within the committee
- ✓ oversee the vote, recommendations and adoptions (agenda, minutes, etc.)
- ✓ declaring the meeting closed.

The president may also make a public statement regarding the committee's work.

6.7 Participation of Resource Persons

Resource persons may be invited to participate in discussions as speakers or more informally, to enrich the content of the work sessions. Summoned to attend by Romney Energy Centre Limited Partnership or members of the CLC, with prior notice to the Company, these persons may inform the CLC members on more advanced topics or interests on the agenda.

From time to time, the CLC may welcome observers from interest groups that are concerned by an item on the agenda, in order to promote communication and discussion with the community.

6.8 Resources

The Company shall, in a reasonable manner, provide the CLC members with the human, physical, financial and technological resources needed for the work sessions.

Expenses for the venue rental and meals, if required, shall be charged to the Company. Travel expenses for the liaison committee members will be reimbursed at a rate of \$0.50 per kilometre when travelling using a personal vehicle, originating from the individual's place of residence. An expense form provided by the Project team must be filled out by each member attending the work session and submitted to the Company in order to receive a reimbursement.

If required, the Company will provide access to resources, such as a photocopier, stationery, and office supplies, so that the CLC can:

- ✓ prepare and distribute meeting notices
- ✓ record and distribute minutes of each meeting; and
- ✓ prepare reports about the CLC's activities.

7. Communications

7.1 Internal Communications

In addition to this document, the Company shall, as required, provide the CLC members the documentation needed to optimally execute their mandate.

7.2 Public Communications

All public communications regarding the Project are assumed by a representative of the Company. The CLC members shall not speak publicly on behalf of the Company or the CLC.

The logo for the Project shall be used only with approval from Company representatives.

7.2.1 Spokesperson for the Liaison Committee

Should the situation arise, the Company shall appoint a person who will provide a public statement regarding the committee's work. The statements must reflect the committee's recommendations at all times.

The CLC members shall be permitted to comment publicly on the Project as part of their respective duties (as Mayor, for example) or on behalf of the organization they represent, without necessarily representing the CLC.

7.2.2 Website

Once approved by the committee members, the Company will submit any reports of the CLC to the MOECC and post it on the Company's publicly accessible website (www.edf-re.ca/project/romney/).

Appendix A: Community Liaison Committee - List of permanent members (Last update: September 2018)

Member Name	Category	Role	Organization
1 Darlene Hickson	Local Community	CLC Member	Local resident
2 Randy Robinson	Local Community	CLC Member	Local resident
3 Donna Matier	Local Community	CLC Member	Horticultural Society
4 Grant Bowman	Local Community	CLC Member	Trails
5 Lauren Anderson	Local Community	CLC Member	Concerned Citizens of Wheatley
6 Marina Plain	Project partner	CLC Member	Aamjiwnaang First Nation (member of Aamjiwnaang Council)
7 Ed Gilbert	Project partner	CLC Member	Aamjiwnaang First Nation (Corporate Manager)
8 Kevin Campbell	Project partner (Romney Wind Energy Centre team)	CLC Member	EDF Renewables
9 Fabiola Oribe	Project partner (Romney Wind Energy Centre team)	CLC Member	EDF Renewables
10 Mathieu Lespérance	Project partner (Romney Wind Energy Centre team)	CLC Member	EDF Renewables
11 Roger Quenneville	Landonwer	CLC Member	Local resident
12 Wendy Belisle	Landonwer	CLC Member	Local resident
<i>13 Gabriel Constantin</i>	<i>Consultant</i>	<i>Environmental Expert and Facilitator</i>	<i>DNVGL</i>
<i>14 Kimberley Grant</i>	<i>Consultant</i>	<i>Liaison Agent</i>	<i>Romney Wind Energy Centre</i>