

A large decorative graphic consisting of several overlapping triangles in orange and white, creating a dynamic, abstract shape.

Community Liaison Committee Overview and Terms of Reference

Ganaraska Wind Farm

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REVISION BLOCK

Revision	Reason for Issue/Description	Date
1	Draft for discussion re. Terms of Reference	Oct. 18, 2016
2	Integrated comments from CLC members	Nov. 17, 2016



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1 INTRODUCTION

Capstone Power Corp. (“Capstone”) is a Toronto-based, Canadian developer, owner and operator, with 213 MW of wind power generation in Ontario, and 683 MW of power generation across Canada including wind, solar, run-of-river hydro, biomass, and gas cogeneration. Capstone was established in 2004, and has built a robust power portfolio over the last ten years. Due to the diverse nature of our businesses, we work to build lasting and mutually beneficial relationships between Capstone and the communities in which we operate.

The Ganaraska Wind Farm (formerly known through the renewable energy approval process as the “ZEP Wind Farm Ganaraska”, the “Project” or “wind farm”) holds a Renewable Energy Approval (“REA”), No. 1426-9RWTSS through a subsidiary project entity, Ganaraska Nominee Ltd. Project construction was commenced in September 2015, and the wind farm began commercial operation in May 2016. The wind farm is located approximately 4-km northeast of Orono, or 4.5 km west of Kendal along Ganaraska Road 9 and Jewel Road, and is the first commercial-scale wind farm constructed in the Municipality.

The Ministry of Environment and Climate Change has mandated through Condition P of REA No. 1426-9RWTSS that Capstone establish a Community Liaison Committee for the Project. Capstone is committed to the establishment of a Community Liaison Committee (CLC) as a forum to exchange ideas, questions and feedback with interested residents of the local community and members of the public, and to continuing to maintain an open dialogue with the local community throughout the lifecycle of the wind farm.



2 CLC OBJECTIVES

1. To establish a venue for meaningful and open dialogue between the local community and Capstone for the first two years of operation of the wind farm.
2. To facilitate two-way communication between Capstone and members of the public with respect to issues related to operation, maintenance and retirement of the wind farm.
3. To provide a forum for Capstone to provide regular updates on, and to discuss issues or concerns relating to the wind farm with members of the public.
4. To facilitate sharing of facts and information to interested public about key issues related to the operation, maintenance and retirement of the wind farm, and wind energy in general.
5. To determine a framework through which concerns of the local community can be heard and addressed in an open manner throughout the lifecycle of the wind farm.



3 CLC OVERVIEW

This section provides a general overview of the basic principles that Capstone adopted when undertaking establishment of the Ganaraska Wind Farm CLC (the “Committee” or “CLC”). These principles will apply when maintaining the Committee, and may be modified in accordance with the Terms of Reference subject to approval by Capstone.

3.1 ESTABLISHING THE CLC

3.1.1 Community Outreach

Formation of the Committee has been through an open and impartial invitation process. The Committee was established by the following methods of community outreach:

- publishing a notice in the local newspaper in which the wind farm is located;
- posting a notice on the Project website;
- notifying members of the public about the proposal to establish a CLC, and inviting residents from the community in which we operate to participate in the CLC;
- direct invitations to other stakeholders, including but not limited to the local municipality, community representatives for Aboriginal communities, federal or provincial agencies, and local community groups identified and organizations by recommendation of Project stakeholders.

Capstone welcomes additional members to broaden the community reach and voice. Following the first CLC meeting scheduled for Tuesday October 25, 2016, other interested persons may apply to join the Committee in accordance with the Committee Terms of Reference.

3.1.2 Committee Makeup

The Committee will be structured to include a broad and diverse range of community members. Ideally it will include representation from:

- residents from the community in which we operate
- local community groups or organizations
- business community representatives
- representatives from the Municipality of Clarington and Region of Durham
- representatives from local government and/or agencies (e.g. conversation authorities)

In addition, the Committee will be made up of Capstone staff members.

In order for the Committee to operate effectively and efficiently, it will be limited to ten (10) members (not including Capstone representation).



3.2 CLC MEETINGS

3.2.1 Meeting Structure and Format

A minimum of two (2) meetings will be held annually, and will continue for two (2) years. The option to continue past two years will be determined in consultation with the Committee, and will remain at Capstone's discretion.

CLC meetings will be:

- held in a local venue;
- occur in the evening on a weekday;
- run for two hours in length, or otherwise agreed upon with the Committee;
- run in a roundtable format; and
- open to the public.

3.2.2 Agenda

Committee members may propose agenda items to Capstone directly (ejaggard@capstoneinfra.com). Agenda suggestions must be sent to Capstone at least seven (7) days in advance of a CLC meeting.

Capstone will distribute the agenda to committee members at least five (5) days prior to the CLC meeting. Should there be any changes to agenda, Capstone will notify committee members as soon as the need for agenda amendments are identified.

3.2.3 Meeting Scheduling and Advertisement

Committee members will be advised of potential meeting dates a minimum of one (1) month in advance. The final date will be selected based on the availability of the most number of committee members.

Members of the public will be advised of meeting dates through newspaper advertisements and posting of the meeting date on the Capstone's website 14 days in advance of the meeting where feasible based on publication dates of local newspapers.

3.2.4 Public Attendance

Members of the public will be able to attend CLC meetings.

3.2.5 Public Participation

Non-Committee member meeting attendees will be permitted to ask questions at the following times:

- upon the completion of each agenda item to a maximum of five (5) minutes following each item;
- during the open question period at the end of each meeting;



- as approved by the meeting chair and/or facilitator.

Participation beyond questions (i.e. to make a presentation to the CLC meeting) by non-Committee members will be through formal delegation only in accordance with the Terms of Reference.



4 CONTACT INFORMATION AND ONLINE RESOURCES

All matters directed to Capstone pertaining to the CLC shall be addressed at the following, as may be updated from time to time:

Mailing address	155 Wellington Street West, Suite 2930 Toronto, ON M5V 3H1
Primary contact and title	Erin Jaggard, Environmental Manager
Email	ejaggard@capstoneinfra.com
Telephone	416-649-1300
Fax	416-649-1335
Company website	www.capstoneinfrastructure.com
Project webpage	www.capstoneinfrastructure.com/ganaraska



5 TERMS OF REFERENCE

Contained in this section are proposed Terms of Reference (the “TOR”) that will be considered and discussed with the Committee members at the first CLC meeting.

5.1 COMMUNICATION

- Communication materials shared by Capstone to the Committee shall be by email.
- Communication from community members or stakeholders may be by phone, email, mail or fax, as per Section 4.

5.2 CAPSTONE’S ROLES

5.2.1 Meeting Coordinator

The CLC meetings will also be attended by at least one Capstone representative who will attend all meetings as well as technical staff/specialists as required.

Capstone and its technical staff/specialists (as required) will be responsible for:

- scheduling and organizing all CLC meetings,
- advertising upcoming CLC meetings in local newspaper and on Capstone’s website,
- coordinate CLC meeting notices to all landowners on the Project contact list and others,
- posting the agenda on Capstone’s website,
- ensuring a safe environment to exchange ideas and information about the Project,
- attending all meetings,
- working within the TOR for the CLC,
- providing the CLC with accurate and up-to-date information on the operation, maintenance and retirement of the Project,
- listening to comments, concerns and suggestions,
- participating in discussions 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,
- providing any reports of the CLC to the Ministry of Environment and Climate Change, and
- posting all CLC materials (e.g. Agendas, Minutes, Reports and Additional Materials) on Capstone’s website.

5.2.2 Meeting Chair and Facilitator

The meetings will be chaired and facilitated by a representative from Capstone. The Meeting Chair and Facilitator will be responsible for:



- setting formal agendas:
 - including the review, evaluation and selection of up to 5 public deposition requests which would be included as part of the meeting agenda,
 - distribution of agendas to CLC members at least five days prior to the next CLC meeting,
 - notifying CLC members or any changes in draft agendas and outreach to CLC members on potential questions, feedback and concerns they've received from members of the public or representative groups,
- the preparation of meeting Minutes and reports about the CLC's activities,
- working within the TOR for the CLC,
- the distribution of meeting Minutes to the CLC members and providing material for posting on the Capstone Infrastructure website,
- tracking CLC and public inquiries regarding the Project to ensure the following meeting's agenda addresses relevant inquiries,
- liaising with stakeholder to collect additional information requested by the CLC members, and
- ensuring the posting of any information prepared by, or presented to, the CLC Capstone's website.

In addition, the Meeting Chair and Facilitator will 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, respectful and thorough discussion, and
- all members respect the participants' opinions and questions, and do not interrupt another CLC member while speaking (the Chair may supersede this provision. The Chair has the right to excuse or replace any member of the CLC or public observer who is interfering with or disrupting the CLC meetings).

5.3 COMMITTEE MEMBERS

5.3.1 General Responsibilities

Members will be responsible for:

- working within the TOR for the CLC,
- listening to/reviewing and considering the information provided by Capstone,
- identifying areas of concern or interest about the Project,
- suggesting strategies for improvement,



- listening to and considering the opinions of other CLC members,
- providing constructive feedback,
- assisting Capstone with keeping the local community and other interest groups apprised of information about the Project by relaying information via existing community networks, and
- participating in the evaluation of requests for public depositions.

5.3.2 Meeting Attendance

Members will be responsible for:

- attending all CLC meetings. If a member or group representative misses two consecutive meetings without notifying the Facilitator, the Facilitator may require the member to forfeit their position and proceed with removing the member in accordance with the TOR;
- being prepared for meetings by reviewing any materials provided in advance by the Chair (including Minutes from previous meetings); and
- participating in discussions.

5.4 PUBLIC PARTICIPATION AT CLC MEETINGS

Members of the public will be able to attend CLC meetings. During the meeting there are opportunities for public participation. Non-Committee member meeting attendees will be permitted to ask questions at the following times:

- upon the completion of each agenda item to a maximum of five (5) minutes;
- during the open question period at the end of each meeting;
- as approved by the meeting chair and/or facilitator.

Brief presentations from members of the public may be included in the meeting, based on the following:

- presentations may be heard to a maximum of two per meeting,
- a maximum of ten minutes will be allotted to each presentation,
- the presentations must relate to the focus and purpose of the CLC, and
- presentations will be selected at the discretion of the Facilitator in consultation with the CLC members.

5.4.1 Public Presentation Process

To be considered for a public presentation to the CLC meeting, the following procedures must be followed:



- A written request, which must include the written presentation, must be submitted to the Facilitator, at least ten (10) days before the CLC meeting;
 - The written request must stipulate if Audio/Visual equipment is required (projector, screen etc.).
 - The written request may be sent directly to the Facilitator, or to the Facilitator through a CLC member.
- The Facilitator will acknowledge receipt of the material; review the material; and notify all CLC members of a presentation request;
- CLC members will have at least five (5) days to review the material and comment directly to the Facilitator; and
- The Facilitator will make a final decision on inclusion and notify the member of the public at least two (2) days before the CLC meeting.

5.5 ADDING AND REMOVING CLC MEMBERS

5.5.1 Adding CLC Members

New members may be considered while the Committee is on-going. The following procedure shall be followed:

1. Written expression of interest must be sent to the Facilitator either directly or through one of the existing CLC members.
2. The Facilitator will contact the individual and gauge interest and provide an overview of expectations and roles.
3. If the potential new CLC members wish to continue, the Facilitator will contact, via email and/or phone, existing CLC members and ask for feedback. The Facilitator will ask if there are any reasons why this person/organization should not be included in the CLC.
4. Once consultation has taken place, the Facilitator will make a final decision on inclusion of new CLC members. The Facilitator will notify the existing CLC membership of the new member via email.

5.5.2 Removing CLC Members:

The following grounds apply for removal of members from the Committee:

1. CLC members who display rude or disrespectful behavior at CLC meetings or in correspondence on CLC business will be asked to step down from CLC member standing.
2. CLC members who do not attend 2 consecutive meetings without notifying the CLC Facilitator will be asked to step down from CLC participation.
3. If there are complaints raised by CLC members directly to Capstone about a specific CLC member, the Facilitator will take that into consideration and may result in asking that CLC



member to step down from CLC participation. Once any of these triggers are made, the Facilitator will contact the CLC member directly and provide an opportunity for that CLC member to explain their circumstances.

4. The CLC Facilitator's decision is final. Once the CLC Facilitator notifies the CLC member of that decision, the CLC Facilitator will notify other CLC members within one business day.