

Sol-Luce Energy Project

Community Liaison Committee



Community Liaison Committee (CLC) CHARTER

Mandate/Purpose

The Sol-Luce Kingston Solar PV Energy Project (Sol-Luce Energy Project) is a 100-megawatt solar photovoltaic power development located in the City of Kingston and Loyalist Township. The project is being developed by Kingston Solar GP on behalf of Kingston Solar LP (Kingston Solar), which obtained approval from the Ministry of the Environment (MOE) to build a Class 3 Solar facility in April, 2014.

Good planning includes the involvement of the community as a key partner. Kingston Solar is establishing a Community Liaison Committee (CLC) to discuss the important aspects of construction, installation, use, operation, maintenance and retirement of the Sol-Luce Energy Project. This committee is a requirement of Kingston Solar's Renewable Energy Approval (REA) and will serve as a forum for the community to share ideas, express concerns and to receive ongoing updates about the Sol-Luce Energy Project. An independent, third-party facilitator from AECOM has been retained to facilitate the Sol-Luce Energy Project Community Liaison Committee meetings.

The mandate of the CLC is to:

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

Objectives

The objectives of the CLC are to:

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

Membership

The CLC will ideally consist of members of the surrounding community, which is anticipated to include individuals from the following groups:

- Landowners;
- Residents within 1 km of the Project;
- Representatives from 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 Kingston Solar, up to three (3) brief 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.

All members of the CLC will participate voluntarily. Membership on the CLC does not constitute support for the Sol-Luce Energy Project. It is understood that the views and comments expressed by Committee members do not necessarily represent the views of the community, local companies, neighbouring communities, or specific community groups.

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 Kingston Solar, 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 on the Committee);
- 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 Kingston Solar;
- Identifying areas of concern or interest about the Sol-Luce Energy Project;
- Suggesting strategies for improvement;
- Participating in discussions;
- Listening to and being considerate/respectful of the opinions of other CLC members and Kingston Solar;
- Providing constructive feedback on Kingston Solar'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 Kingston Solar in keeping the local community and other interest groups apprised of information about the project by relaying information via existing community networks.

Kingston Solar

Kingston Solar 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 discussions and providing accurate 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 delegation requests which would be included as part of the meeting agenda;

- Distribution of agendas to CLC members and posting of the agendas on the Kingston Solar 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 Kingston Solar website;
- Tracking CLC and public inquiries regarding the Sol-Luce Energy Project to ensure the following meeting's agenda addresses relevant inquiries (including public depositions);
- Liaising with Kingston Solar 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 Kingston Solar 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 5:15 meeting start at 6:00), dates and times to be confirmed;
- Approximately 2 - 2.5 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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Phone: 905-390-2003***

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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