

Community Liaison Committee

Terms of Reference | Version 14

Final

Purpose

The Cedar Point Wind Power Project Community Liaison Committee (CLC) is a forum for the exchange of information between Suncor and representatives from the project community. The CLC will focus on issues and communications related to the construction, installation, use, operation, maintenance and retirement of the Cedar Point Wind Power Project in accordance with Suncor's safety, health and environmental values.

The CLC will provide a forum for Suncor to provide regular project updates and to discuss issues or concerns relating specifically to the Cedar Point Wind Power Project.

The CLC meetings and discussions will be proactive and focus on the 'how' of ensuring the community is informed, engaged and heard during construction through to operations of the project. The CLC will not be a forum for debates or conversations about the merits of wind energy. The committee will not re-visit those issues or concerns already addressed through the Ontario Ministry of Environment's approval process or via the Environmental Review Tribunal Hearing.

Objectives

The CLC will:

- Provide a forum for discussion between Suncor Energy and the community surrounding the Cedar Point Wind Power Project;
- Promote community awareness of the Cedar Point Wind Power Project and provide up-to-date information on the construction, installation, use, operation, maintenance and retirement of the project;
- Help Suncor better understand the public's point of view and insights; and
- Identify opportunities for improvements and mitigation and work towards resolving or minimizing conflicts related to the project.

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Philosophy

The CLC is a solution-oriented and forward-looking group. The CLC recognizes and appreciates the right and responsibility of each member to contribute to the committee's success. The CLC will endeavour to build trust between Suncor and the project community by meeting regularly to discuss issues, concerns and opportunities relating to Cedar Point Wind. The CLC shall be a mechanism for community members to convey their questions, comments or concerns and provide a forum for Suncor to respond directly to the community.

The CLC will be a two-way conversation between Suncor and the community. As a non-decision making body, the CLC will serve as a source of information and a discussion forum. Recommendations from the CLC will be formally passed to Suncor through the company staff representative. The Suncor rep will be responsible for keeping the CLC informed and updated with actions Suncor takes on the committee recommendations.

CLC meetings will be open to the public. Some closed Working Sessions may be held as required between regular CLC meetings. All CLC meeting and Working Session minutes will be posted on the project website and distributed by email to CLC members.

Membership

The Community Liaison Committee shall be composed of up to 15 community members with representation from the following areas:

- Aboriginal community
- Local businesses
- Local residents
- Local environmental/social organizations
- Municipalities

Members of the CLC have been recruited through public advertising (in the Sarnia Observer, Parkhill Gazette, Forest Standard and Watford Guide newspapers); letters to municipalities and First Nation communities; Suncor's website; and a mail drop within a two-kilometre radius from the entire project.

All CLC members will be invited to join by Suncor. Community members will be chosen for their interest and experience they bring, along with a commitment to regularly attend and actively participate at CLC meetings. Provided new members agree to the spirit and goals of these Terms of Reference, new community members will be welcomed until June 30, 2015. If committee membership drops below 5 the committee will actively reengage in committee membership

Members of the CLC are expected to serve a minimum two-year term. Direct compensation will not be provided for participants. Beverages and snacks will be provided at the meetings.

The CLC has agreed that an independent outside facilitator will run CLC meetings and

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Working Sessions allowing all members to participate in the conversation. Committee logistics and administrative needs will be arranged by a Suncor representative.

Meetings

Schedule, Minutes & Guests

The CLC will schedule a minimum of two meetings per year for a minimum of two years. Additional meetings and or Working Sessions may be required. The CLC will decide how often and when it would like to meet based on an annual calendar and project timelines. Meetings will be held at a location within the Cedar Point Wind Power Project. Meeting dates/times/location may be rescheduled under the direction of committee members. Meetings will be held in the evenings to allow greater participation.

Suncor will be responsible for having minutes taken at each meeting. Meeting minutes will be distributed to CLC members within two weeks. Minutes will be posted on the Suncor website within one week of finalizing a first draft based on electronic input from CLC members. Those same minutes will be formally approved by the CLC during a teleconference or face-to-face meeting.

Key Suncor staff, such as the project manager and construction manager, will be invited to each CLC meeting as project resources and guests. The Ministry of the Environment will also be invited to CLC meetings and public meetings.

Format & Agendas

CLC meetings will be open the public and will include an open question period for members of the public.

The meeting facilitator will prepare meeting agendas with input from CLC members. CLC members are invited to share agenda topics with the facilitator 10 days prior to scheduled meetings. Agendas will be distributed one week prior to the meeting.

The public will also be invited to share questions in advance of CLC meetings or in person at meetings. The meeting facilitator will be responsible for ensuring that as many questions are asked and answered as possible within the meeting timeframe.

Recommendations from the CLC will be communicated to Suncor by the committee for Suncor's consideration. Actions on those recommendations will be communicated back to the CLC within a reasonable time frame either in person or through electronic communications.

For more information about the Cedar Point CLC please contact:

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Membership Commitment

I _____ (print name) agree with and understand these Terms of Reference and agree to participate in the Cedar Point Wind Power Project CLC for a minimum of two years.

Signature

Phone

Email

Mailing address