

Community Liaison Committee

Working Session Minutes

Meeting purpose	Cedar Point Community Liaison Committee
Meeting date	August 20, 2015 6:30 pm-8:30 pm
Report date	August 20, 2015
Location	Lambton Shores Recreation Centre Meeting Room
Present	Tom Burget, Sandi deJong, Monica Douglas, Ed Vanderaa, Joe Zanyk, Jocelyn Kelln, Joanne Moore
Guests	Tony McInally, Ron Spear- Amec Foster Wheeler
Regrets	John Couwenberg, Cynthia Cook
Facilitated by	Curt Hammond-Chief Listening Officer, Pearl Street Communications

Welcome, Agenda and Goals

- Project Update
- Clarify CLC Communications (internal and external)
- Ready for the next public meeting

Meeting minutes- July 7, 2015

- Accepted without changes
- Motion to accept the minutes- Sandi deJong, Seconded- Tom Burget

Safety Moment- Ed Vanderaa

Conducting baseline health assessments

Project Update- Tony McInally and Ron Spear

Construction

The project is 72% complete:

- 35 turbines delivered
- All turbines will be onsite by the beginning of September
- 23 are standing
- 8 are complete and into pre-commissioning
- Substation over 80% complete
- Likely in the second week of September the substation will be energized
- Collector system 75% complete- splicing, terminating and getting up to turbines
- Transmission line 65% complete
- Remediation has started this week and completion is anticipated mid-November
- The goal is to be done by end of November- including all road maintenance

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- In the event that weather is a factor, there may be additional work that will need to be done in the spring of 2016

Q: How many people do you have on site?

A: Somewhere between 250 and 280. Starting in the third week of September or so, that will start to decline

Q: What is the total footprint of each turbine and access road?

A: It depends on the particular site, some have much longer roads. Looking at a variety of projects, typically an average is $\frac{1}{2}$ to $\frac{3}{4}$ of an acre per turbine. It is difficult to quantify- every project is different. Once remediation work is completed and access roads are reduced to their final size, the footprint will shrink.

Q: Are there required setbacks for construction from roadways?

A: No. There are guidelines but no regulated setbacks with the exception of the 550 m setback from homes. The Cedar Point project followed recommended guidelines of the Canadian Wind Energy Association.

- For setback from roadways: blade radius +10 m which is 66.5 m.
- For setback from exterior lot lines: hub height which is 99.5 m.
- In the case where the two conditions overlapped: a combination of both was used.

Woodlot Remediation Update

- At this stage, all remediation work that can be completed is done. Tree replacement will proceed in the fall as recommended in the remediation plan.
- All work followed the guidelines that were set out by Stantec and agreed upon in the plan with the St. Clair Conservation authority
- Stantec monitored the work, and the Ministry of Environment reviewed
- Tree replacement will happen in the fall, and then it will be monitored for 2 years beyond that

Q: How did such an error like this occur in the first place? What are some of the lessons that have come out of this?

A: New processes have been put in place to make sure that it won't happen again. As the incident is still under investigation by the MOE, we are unable to share all of the details at this stage in the process. To support reporting to the MOE, we conducted a root cause analysis of the event, looking at every piece of the problem from all angles to identify where all of the gaps and faults were. As a result of this incident, there is a more detailed review and approval process for planning and execution, including oversight of those subcontracted to complete the work.

Q: Who is watching the work?

A: We have added staff in the office, added environmental monitors, contractors are being held to a different standard. We have increased our level of surveillance. We are now double checking all the work that has been done, and reviewing plans.

We take this incident very seriously and know that we must work hard to regain the trust of the community.

Q: Have charges been laid by the MOE?

A: No. Eventually, the report issued to the MOE will become public record. We are waiting for them to review the report and provide ruling.

Incident Update- Worker

The worker has requested that his condition not be shared with the public. He is at home recovering. This is still under investigation by the Ministry of Labour (MOL).

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- As a result of the incident, there were 13 orders issued by the MOL:
 - Only 1 was a stop work order- to develop a site specific climb procedure
 - They asked that we amalgamate all separate policies and procedures relating to this work into one main document.
 - Other orders included items such as to provide all training records for workers, a copy of the project Health, Safety and Environment plan and those of the main subcontractors
- As a result of the subsequent investigation, the MOL requested a study be completed looking at the effects of heat on workers in the towers. An extensive research study has been completed and submitted to the MOL that looked at the conditions inside five of the towers at each section of tower, based on a variety of different conditions including heat, humidity, proximity of tower to bodies of water, etc. This report will possibly be used to inform future policy and practice related to wind tower construction in Ontario.
- Safety procedures related to working in the heat were already in place- workers were required to take regular breaks, and were encouraged to take additional breaks when needed.

Q: Are there fans inside the towers to keep the air moving?

A: The tower actually acts like a chimney already, when you open the nacelle at the top and the door on the ground, air is drawn up through the tower and vented out the top. Fans would add additional air movement which can stir up dust and other particulates which can be a safety risk to workers.

Q: What kind of re-training has been done as a result of this?

A: Every employee that is working on the turbines and has the ability to climb has gone through MOL certified training tower training in a classroom. In Ontario, online fall protection training has been accepted until now, but we recognize that for something as serious as this people also need practical hands-on training. As a result of this incident, the online training on its own is no longer acceptable. Approximately 120 people have now gone through the hands on practical training delivered by the MOL. It took about 6 days to get everyone trained.

Additionally, every worker on site completed fall protection training, which included putting on harnesses, connection points, etc. Feedback has been that people have seen value in going through the training; they feel more confident in using the systems. It is mandatory for anyone climbing more than 10 feet to take fall protection training annually in Ontario.

Q: Were the safety plans in place before this incident?

A: Yes. All the required plans and documents existed prior to the incident, and individual contractors were following their own documentation. All of the documents were on site, the MOL asked to have them amalgamated into one master document.

Working Session Items

CLC Liability

Suncor provided CLC members with a letter clarifying that the CLC does not represent or act on behalf of the Project and participation in the CLC is entirely voluntary and without financial benefit. The letter states that Suncor is not prepared to indemnify members and that Suncor's insurance policies do not apply to CLC members.

Joseph Zanyk stated his disagreement with the statement that the CLC does not act on behalf of the project. He commented that he considers his role to represent the project and the community and suggested that because the CLC is a requirement of the project REA it does in fact represent the project. He asked that his concerns about the personal risk he has taken on to be part of the CLC be documented in the minutes.

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Discussion- CLC external communications

An objection in the spirit of a Point of Order was raised by Sandra deJong, regarding the use of the CLC name when expressing personal opinions, particularly in the media. She believes that using the CLC name without the endorsement of the committee constituted a breach of the informal rules of the committee. She argued that in future, unless the consent of the entire CLC was granted, that any personal opinions be clearly identified as such and not representative of the committee.

This was supported by Suncor and in alignment with previous email correspondence from the third party facilitator, which was motivated by individual emails from members of the CLC.

Ed Vanderaa responded that regarding the communications in question – an open letter to the CEO of Suncor and sharing that same letter along with a quote to a local media outlet (published Vol. 2 Issue 45, July 9, 2015 in the Petrolia Independent) – he had presented the option to the entire committee to add their signatures and felt he had received no feedback that it was inappropriate to continue at that time. He explained that since it was an open letter, it was implied that it would be shared with the media and did not feel that it was necessary to again solicit the group for their opinion.

He reiterated his opposition to the Cedar Point project and explained that his motivation for participating in the CLC was to ensure his voice would be heard by the Project.

Discussion followed regarding the purpose and objectives of the CLC and the value of the group more generally. Key points included:

- Members of the CLC need to be honest and respectful in their interactions with each other
- Not all CLC members will have the same opinion of the project and of wind development more generally. This is not a requirement for participation in the group.
- The CLC is not a forum to discuss the merits of wind energy. It is focused on addressing community concerns related to the construction, operation and decommissioning of the project.
- The focus of the CLC meetings and work should be on the common concerns, regardless of personal opinion about wind development

Suncor pointed out that at this stage the requirements outlined in the Renewable Energy Approval (REA) to meet twice in the year had been exceeded. The question was put to the group whether the meetings continued to be valuable, given the amount of time and energy that the CLC has put into this work to-date.

The group was unanimous that there was value in continuing to work together and that at least one more meeting this year is essential.

Communications Process

Suncor circulated a draft document for discussion that outlined the role of the CLC in the communications loop.

- The CLC would like to receive monthly summary reports of the types of concerns and questions received by Suncor and how they were addressed.
- The CLC would like a simple diagram that illustrates how the community can contact the project with concerns, questions and complaints
- The requirements of the REA are that all complaints are reported to the MOE within two business days, a written record retained by the company, and a written report provided to the MOE within 8 business days.

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How Suncor heard the question or complaint	How Suncor talks with the community about the question or complaint			
	Communicate directly with the individual	Communicate directly with one CLC member	Summary notification to CLC members*	Communicate with the broader community
Directly from the individual	✓		✓	
Through a member of the CLC	✓	✓	✓	
At a public meeting from an individual, or through a CLC member	✓	✓	✓	✓
At a public meeting (no contact details)			✓	✓

*Summary notification provided monthly to CLC members

Next Meeting

- Agreement to move the meeting to the beginning of October to align with the transition from construction to operations
- The community will be notified by limited newspaper ads, direct mail, posters and word of mouth
- Topics to be covered at the meeting:
 - Follow up on questions from last meeting
 - Updates: construction, health and safety (woodlot incursion, worker incident)
 - Lighting
 - Noise testing
 - Bird and bat monitoring
 - Post construction land remediation
- Format- CLC and project representatives will sit at the front of the room at tables. After introductions, those CLC members uncomfortable with sitting up front will move into the audience to help with question and answer period.
- All presentation materials will be available in printed format
- A microphone will be used
- A dedicated note-taker will be provided by Suncor
- Amec Foster Wheeler, NextEra and Suncor representatives will attend



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Questions outstanding

- Suncor will provide a final number of the footprint of Cedar Point once reclamation has been completed
- To be decided: whether all external communications by CLC members related to the project will have the agreement of the group if the CLC name is to be used.

Action Items

Action	Responsibility
Prepare and circulate draft minutes	Suncor
Review and approve minutes	CLC
Prepare monthly summary report of concerns and questions and share with the CLC	Suncor
Circulate draft diagram of communications process for review prior to next meeting	Suncor
Review and provide feedback to communications diagram	CLC

Next meeting

Public Meeting #3

October 14, 2015

6:30-8:30 pm Forest Legion