

Bow Lake Wind Project
Community Liaison Committee (CLC)
Terms of Reference & Roles and Responsibilities

Community Liaison Committee Mission

- To provide timely communication and education about the Bow Lake Wind Project
- To provide a forum for stakeholders to exchange ideas and share concerns with Bow Lake Wind Project team
- To provide a forum for wind power-related questions and an opportunity to learn more from specialists in the area of interest
- Improve relationships with stakeholders and First Nations

Selection of Members

Members of the Bow Lake CLC must...

- Be available to attend two to three meetings annually and occasional educational sessions, as required;
- Be able to gather information from and disseminate information to a broader group that they represent; and
- Not exceed 6 members.

Role of the CLC

- Act as a liaison facilitating two-way communications between Nodin Kitagan (the “Company”) and members of the public for issues relating to construction, installation, operation, maintenance and retirement of the Bow Lake Wind Facility
- Provide a forum for the Company to provide updates on, and to discuss issues or concerns relating to, the construction, installation, use, operation, maintenance and retirement of the Bow Lake Wind Facility with members of the public
- Ensure that any issues or concerns resulting from the construction, installation, use, operation, maintenance and retirement of the Bow Lake Wind Facility are discussed and communicated to the Company.
- The CLC is not meant to address or discuss concerns related to the approval of the Bow Lake Wind Project.

Meeting Protocol

- Meetings will occur bi-annually
- Meetings will be held in the evening over a maximum of a two-hour time period to be determined by CLC members
- An agenda will be circulated two weeks prior to the meeting date and CLC Members can contribute to the content of the agenda up-to one week prior to the meeting date
- Meetings are open to the public. If a member of the public wishes to make a presentation at the CLC a request must be made in writing to the Facilitator and include the proposed presentation at a minimum of two-weeks prior to the proposed meeting date.

- Meetings will be held at Batchewana First Nation Cultural Centre. The Company will be responsible for paying the rental fee for the hall and providing refreshments
- A Facilitator will moderate CLC meetings and the Facilitator will hire a Secretary to take notes. The hourly wage for the Facilitator and Secretary will be paid by the Company
- Any agenda items not discussed during the meeting will be discussed in the next meeting
- All meeting materials will be considered draft until approved by the CLC
- Meeting minutes will be circulated to the CLC for revisions by email within five business days of the meeting. CLC members have 10 business days to return any revisions
- There is no remuneration for participation; however, some expenses will be considered for reimbursement.

Roles and Responsibilities

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 the Company, 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.

Facilitator

Facilitators will be responsible for the following:

- Scheduling/organizing all CLC meetings;
- Setting formal agendas:
 - Including the review, evaluation and selection of topics for discussion;
 - Distribution of Agendas to CLC members and posting of the Agendas on the Company's website at least two weeks prior to the next CLC meeting;
- The preparation of meeting minutes;
- The distribution of meeting minutes to the CLC members and posting to the Company's website;
- Tracking CLC and public inquiries to ensure the meeting's Agenda addresses relevant inquiries; and
- Liaising with the Company 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 Company's website.

The 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 agreed upon agenda and time scheduled for each meeting is followed;
- Meetings allow for constructive and thorough discussion; and
- All members respect the participant's opinions and questions without interruption. 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.

Company

Representatives from Nodin Kitagan will be responsible for:

- Attending all meetings;
- Working within the Terms of Reference for the CLC;
- Providing the CLC with accurate and up-to-date information on the construction, installation, use, operation, maintenance and retirement of the Facility;
- Listening to issues, concerns and suggestions;
- Participating in discussion 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; and
- Posting all CLC materials (i.e. agendas, minutes, and additional materials) on its website.

CLC Members

Participants will be responsible for:

- Attending all CLC meetings (members may send alternates in their place if they are not able to attend a meeting. Note: If a member or group representative misses the first two meetings, the Chair may require the member to forfeit their position and open the position to another person/stakeholder);
- Working within the Terms of Reference for the CLC;
- Listening to/reviewing and considering the information provided by the Company;
- Identifying areas of concern or interest about the Facility;
- Indicate that they agree to abide by the Terms or Reference and Roles and Responsibilities by signing below (mandatory in order to participate);

Agreement to Terms of Membership

I have read, understand and agree to the terms set out in the CLC Roles and Responsibilities 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