



DRAFT TERMS OF REFERENCE

HYDRO ONE COMMUNITY LIAISON COMMITTEE Clarington Transformer Station Project

1.0 BACKGROUND

Hydro One Networks Inc. (“Hydro One”) has received approval to build a new transformer station on Hydro One-owned property located west of Langmaid Road and north of Concession Road 7 in the Municipality of Clarington.

The Clarington Transformer Station (TS) is critical for Ontario’s electricity system because it will reinforce reliability of electricity supply in Durham Region and the Eastern GTA. It will also accommodate the eventual closure – as early as 2018 – of the Pickering Nuclear Generation Station (NGS), by replacing the approximately 3,000 megawatts (MW) currently generated by Pickering NGS with power from Hydro One’s transmission system.

Planning and public consultation for the Clarington TS project was initiated by Hydro One in May 2012 and conducted in accordance with the *Class Environmental Assessment for Minor Transmission Facilities* (the Class EA process). During the 30-day public and agency review period for Hydro One’s draft Environmental Study Report that concluded on December 17, 2012, 56 individuals made written submissions to the Minister of the Environment requesting that Hydro One’s Clarington TS project be subjected to a higher level of assessment, also known as an Individual Environmental Assessment (EA).

On January 2, 2014, the Minister of the Environment issued a written decision that the Clarington TS project does not require an Individual EA; however, Hydro One must satisfy conditions as described in the decision. One of these conditions requires that Hydro One establish a Community Liaison Committee. Hydro One completed the Class EA process for this project in January 2014 with the submission of a final Environmental Study Report to the Ministry of the Environment.

Hydro One’s Community Liaison Committee will serve as one forum for the exchange of information between Hydro One and community representatives during the design and construction phases of the project. In addition to the Community Liaison Committee, Hydro One will also communicate project information through mail, emails, newsletters, and the project website at www.HydroOne.com/Projects/Clarington.

2.0 PURPOSE

The Community Liaison Committee (the “Committee”) is being established by Hydro One. According to the Minister of the Environment’s decision, noted above, the purpose of the Committee is:

- to communicate and exchange information and monitor results relevant to the Clarington TS project during the design and construction phases of the project; and
- to discuss any issues or concerns raised by Committee participants about construction activities.

3.0 SCOPE

The scope of the Committee will focus on communication of information between Hydro One and the interest community relating to Clarington TS construction phase activities, such as:

- construction schedule, timelines, methods, etc.
- identification of issues or concerns related to construction of the project and ways to avoid or mitigate them where possible
- Hydro One plans and programs for the project, such as the Emergency Response Plan, Acoustic Assessment Report, Groundwater Monitoring Program, Site Restoration Plan and Biodiversity Initiative.

Out-of-scope:

Hydro One will consider out-of-scope any discussion relating to the need for the project, the location of the transformer station site, or other matters that were addressed in Hydro One's final Environmental Study Report which was submitted to the Ministry of the Environment in January 2014.

Inquiries or concerns that are solely related to an individual or an individual property will be addressed separately by Hydro One project staff outside of the Committee forum in order to respect the privacy of said individual(s).

4.0 COMPOSITION OF THE COMMITTEE

Participants are representatives of local organizations, First Nations and Métis communities, or individuals having an interest in the project. In order to facilitate the efficient use of participants' time and the ability for all to contribute in a meaningful way, the size of the Committee will be maintained at approximately 20 participants, with organizations designating one person to speak on their behalf and individual households represented by one participant.

In response to an invitation issued on May 22, 2014, the following organizations indicated they will participate on the Committee:

- Alderville First Nation
- Durham Sustain-Ability/Durham Land Stewardship Council
- Enniskillen Environmental Association
- Friends of the Farewell
- Hiawatha First Nation
- Individual landowners
- Mississaugas of Scugog Island First Nation

Hydro One will be represented on the Committee by:

- Director, Project Management
- Project Manager, Clarington TS
- Environmental Planner
- Community Relations Officer

Staff from municipalities and provincial government agencies and elected officials who represent the project area have a standing invitation to attend Committee meetings as observers.

5.0 COMMITTEE CHAIR(S)

Hydro One's Director, Project Management will co-chair the Committee along with a representative of the participating community groups who will be selected by the Committee. If unable to attend a meeting, each Co-Chair is responsible for designating a Committee participant/[Hydro One representative](#) to fulfill his duties. Committee Co-chairs, in concert with the meeting facilitator, will be responsible for ensuring that the meeting process is fair and addresses matters within the scope of the Committee.

6.0 TERM

If required, the Committee will remain in place until Clarington TS is in service, anticipated in summer 2017.

7.0 RESPONSIBILITIES OF PARTICIPANTS

Participation on the committee is voluntary. Participants are expected to make best efforts to attend meetings. If unable to attend, participants may choose to send a delegate to represent them or their organization, and are asked to advise the Committee Co-Chairs and Hydro One Community Relations (via Community.Relations@HydroOne.com) at least 48 hours in advance.

Participants will communicate openly and honestly on matters relevant to the Terms of Reference, and will respect the views and opinions of others. The Co-Chairs or meeting facilitator will have the authority to request that a participant leave the meeting, if in their opinion, that participant is being disruptive or disrespectful. As well, the Co-Chairs or meeting facilitator will have the authority to adjourn the meeting if the discussion is disorderly.

8.0 ADMINISTRATIVE SUPPORT AND BUDGET

8.1 Meeting Facilitation

Hydro One will provide a meeting facilitator and administrative support to the Committee. The facilitator will support the Co-Chairs in developing the agenda, will oversee the conduct of the meeting and the drafting of meeting notes.

8.2 Budget

The cost of meeting facilities, refreshments, AV support and meeting facilitation will be covered by Hydro One.

9.0 CONDUCT OF MEETINGS

9.1 Meeting Frequency

The Committee will meet in person twice a year. If required, Hydro One may call additional meetings to provide information on emerging matters, and such meetings may be conducted via conference call.

Hydro One will post notice of Committee meetings (including date, time and location) on www.HydroOne.com/Projects/Clarington two weeks in advance of the meeting.

Participants will be provided with a Hydro One Community Relations phone number and email contact for the purpose of exchanging information and raising concerns outside of scheduled meetings.

9.2 Agendas

The Committee Co-Chairs, with the assistance of the meeting facilitator, will develop the agenda and Committee participants will have the opportunity to suggest agenda topics. Meeting agendas and any associated materials will be circulated to participants in advance. Agenda approval will be an item for consideration at the start of each meeting.

9.3 Notes of Meeting

Notes of meeting will cover general themes of discussion, but will not be detailed transcripts. Unless specifically requested, comments will not be attributed to a particular participant.

The meeting proceedings will be audio recorded by an independent AV company and an un-edited copy of the recording will be shared with each co-chair. Meeting participants can request a copy of the recording from Hydro One Community Relations. Participants will have the opportunity to review and comment on draft notes before they are adopted as final. Final notes of meeting will be posted on Hydro One's website at www.HydroOne.com/Projects/Clarington.

Final notes of meeting will also be sent for the information of the elected officials who represent the project area, Clerks of the Municipality of Clarington, the City of Oshawa and the Regional Municipality of Durham, and to the Ministry of the Environment, the Ministry of Natural Resources, the Ministry of Energy, and the Central Lake Ontario Conservation Authority.

9.4 Quorum

Because information sharing is the primary purpose of the Committee, there is no quorum and meetings will proceed regardless of the number of participants who are able to attend.

9.5 Public Participation

All meetings of the Committee will be open to members of the public to observe. However, observers will not be permitted to partake in discussion. The Committee, at its discretion, may allocate time on the agenda for members of the public to offer comments, and may also limit the time allocated to each individual speaker. The Co-Chairs or meeting facilitator will have the authority to request that any observer leave the meeting, if in their opinion, that person is being disruptive or disrespectful.

9.6 Media

Representatives of media outlets will be allowed to observe meetings, but no cameras or recording devices will be permitted in order to respect the privacy of individual(s). Interviews with participants may be conducted once the meeting is adjourned.

9.7 Communicating on behalf of the Committee

No participant shall have the authority to communicate for or on behalf of the Committee unless authorized to do so jointly by the co-chairs. Hydro One will communicate with participants on committee business matters such as meeting dates, meeting materials and notes of the meeting.

10.0 CONFIDENTIALITY

Hydro One will do its best to oblige requests for information, but in some instances, Company representatives may not be able to release certain information or documents to the public for reasons of corporate security, confidentiality, or commercial sensitivity.

June 5, 2014

| Rev ~~4~~2: August 28, 2014