



# Community Engagement Plan

**DEVELOPED BY SKYPOWER PROJECTS ULC**

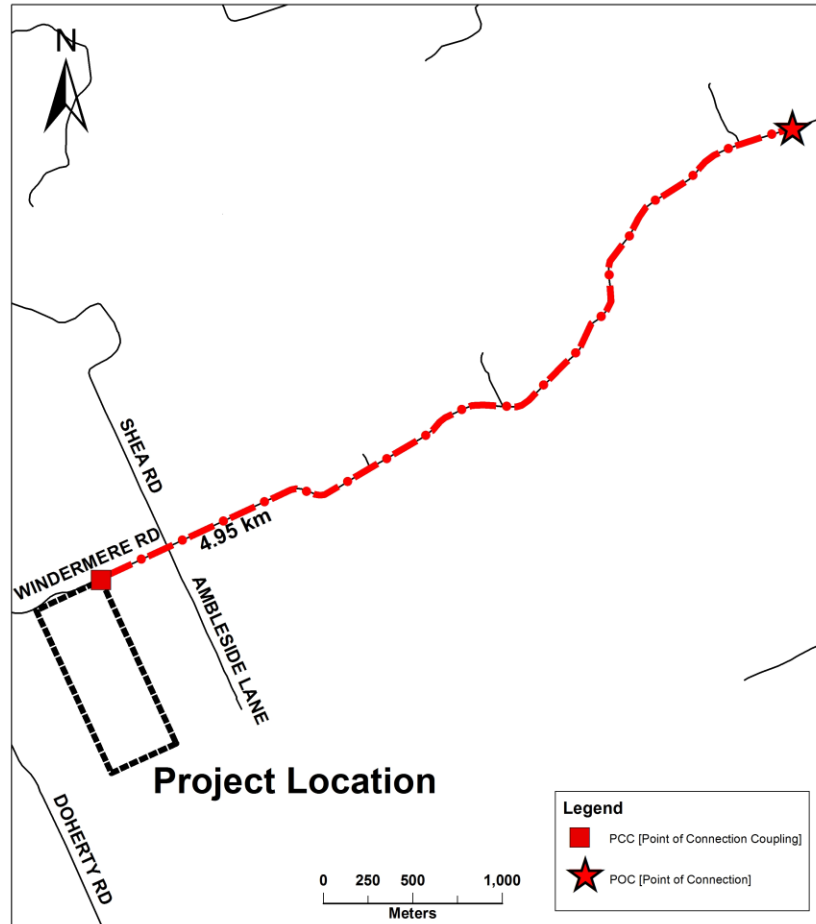
For AtomLight solar project



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## Project Map and Contact Information



[www.atomlightsolar.com](http://www.atomlightsolar.com)

*Please include the name of the project of which you are inquiring in your email subject line or title line of your letter, and contact:*

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## Introduction

SkyPower Projects ULC proposes to develop a solar photovoltaic (PV) facility with a maximum name plate capacity of approximately 7 megawatts (MW) alternating current (AC), located near the Township of Muskoka Lakes, Ontario. This renewable energy facility will be known as AtomLight. Given that a project is to become part of a community for 20 years or longer, hearing and responding to the community's need and fostering good relations will help make the project beneficial for all. SkyPower Projects ULC is therefore committed to undertaking community engagement initiatives as required under the Large Renewable Project Request for Proposals (LRP 1 RFP) to the Independent Electricity System Operator (IESO) (formerly the Ontario Power Authority).

## Community Consultation and Engagement Objectives

Consultation is a two-way exchange of information between renewable energy project applicants and interested or potentially affected local groups, Aboriginal communities, members of the public as well as municipalities, agencies and other interested parties. Consultation helps ensure that concerns are identified early and, where possible, addressed as the project progresses. Consultation also enables SkyPower Projects ULC to obtain and use local knowledge in their project designs/plans and in the assessment of any potential environmental effects.

The objectives of the AtomLight community consultation and engagement process are to:

- Identify potentially interested stakeholders – including relevant Aboriginal communities, members of the public, municipalities and local boards – and the nature of their interests;
- Consult with stakeholders as early as possible in the process to obtain relevant information and local knowledge from them, and identify potential issues and concerns;
- Inform stakeholders of preliminary plans for the proposed project;
- Receive input and feedback from stakeholders on all aspects of the project;
- Address concerns through the provision of additional information and explanation; and,
- Incorporate stakeholder feedback into the planning, design, construction, and operation of the facility where possible and practical.

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## Overview of the Consultation Process

The Community Consultation and Engagement process consists of two main phases:

- I. Phase I: Pre-Contract; and
- II. Phase II: Post-Contract.

During **Phase I: Pre-Contract**, consultation will be initiated with members of the public, Aboriginal communities, municipalities, local roads boards, local services boards, Ministry of the Environment and Climate Change, conservation authorities, and any other relevant stakeholders. The Community Engagement Plan and all Site Considerations Information will be posted on AtomLight's publicly accessible website at least fifteen (15) days prior to the date of the public community meeting with the members of the public in the Project Community, and continue to be posted until the IESO announces the Selected Proponents for this LRP I RFP. A copy of the Community Engagement Plan will be delivered to the clerk of each Project Community, and if applicable, and any other designated official prescribed by each Project Community. During each Public Meeting<sup>1</sup> information will be on public display. A meeting summary report will be prepared and include an overview of the meeting, stakeholder comments and questions raised during the meeting and action items to be taken in response to those comments. A copy of the meeting summary report for each meeting will be posted on AtomLight's publicly accessible website and provided to the clerk of each Project Community. The comments or issues that emerge from the various consultation activities will be taken into consideration and the project plan revised accordingly, prior to submission.

After the power purchase agreement is awarded by the IESO for the Large Renewable Projects, SkyPower Projects ULC will continue the consultation and communication process for community engagement in **Phase II: Post-Contract**.<sup>2</sup> Shortly after the contract is awarded, an initial post-contract public meeting will be planned to share the summary of inputs received from the pre-contract consultation process. A second meeting will be held once all the studies have been completed and concerns from the community have been taken into consideration

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<sup>1</sup> One or more meetings.

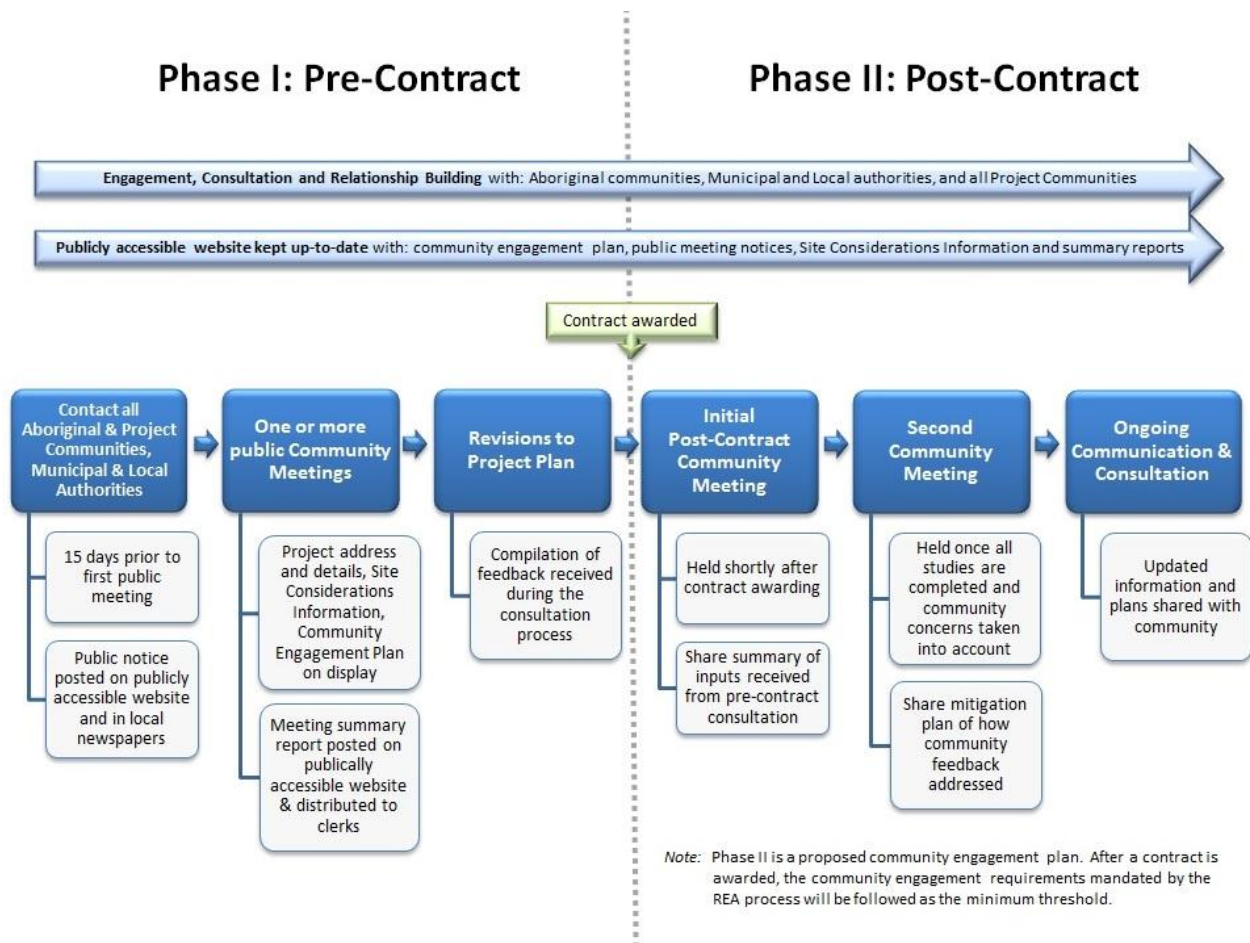
<sup>2</sup> *Note:* Phase II is a proposed community engagement plan. After a contract is awarded, the community engagement requirements mandated by the Renewable Energy Approval (REA) process will be followed as the minimum threshold.



with a mitigation plan. Consultation and communication will continue throughout the lifecycle of the solar photovoltaic (PV) project; all Project Community members and other stakeholders will be kept informed of important developments, and will have the opportunity to contact SkyPower Projects ULC with any questions or comments.

The community engagement process is outlined in Figure 1. For a full list of documentation which will be provided as part of the Proposal Submission (LRP 1 RFP) to the IESO, see *Annexure 3: Required Documentation*.

**Figure 1: Overview of Community Engagement in Phase I: Pre-Contract and Phase II: Post-Contract**



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## Whom to Consult: Stakeholders

SkyPower Projects ULC seeks to ensure that Project Communities are contacted and engaged in the consultation process. The groups for which consultation activities are prescribed are:

- Assessed owners of Property
  - within 120 metres of the boundaries of the Large Renewable Project property that constitutes the Site;
  - within 120 metres of the proposed Connection Line;
  - abutting the Large Renewable Project Property that in whole or in part constitutes the Site;
  - on which the proposed Connection Line is to be situated;
- Every Provincial Crown Land Leaseholder with a Provincial Crown Land Lease located within 120 metres of the boundaries of the Large Renewable Project property that constitutes the site, within 120 metres of the proposed Connection Line, or that Abuts the project property;
- Aboriginal Communities that may be affected by or otherwise interested in the Large Renewable Project or proposed Connection Line;
- Clerks of each Municipality in which the Project or proposed Connection Line location is situated;
- Secretary-treasurers of each Local Roads Board of a local roads area in which the Project or proposed Connection Line location is situated;
- Secretaries of each Local Services Board of a board area in which the Project location or proposed Connection Line is situated;
- Secretary-treasurers of any planning boards that have jurisdiction in an area in which the Project or proposed Connection Line location is situated;
- The Chair of the Niagara Escarpment Commission, if the Project or proposed Connection Line location is in the area of the Niagara Escarpment Plan;
- The Director, Environmental Approvals Access and Service Integration Branch, Ministry of the Environment and Climate Change;
- The Secretary-Treasurer of each conservation authority established by or under the *Conservation Authorities Act*, RESO 1990, c C.27 or predecessor in whose jurisdiction the Project is proposed.

- Secretaries of every company operating an oil or natural gas pipeline, if a pipeline right of way is located within 200 metres of the Project or proposed Connection Line; and
- Any other potentially interested persons of whom SkyPower Projects ULC is aware.

### Aboriginal Consultation and Engagement

Consultation with Aboriginal communities is an essential component of SkyPower Projects ULC's community engagement program. As such, SkyPower Projects ULC will obtain an Aboriginal Consultation List through the Ontario Government, including Aboriginal communities that may have constitutionally protected Aboriginal or treaty rights, that may be adversely affected by the project, or those that may have an interest in any potential environmental effects of the project that may occur (see *Annexure 1: List of Aboriginal Communities*).

A Notice of a Public Meeting will be distributed to Aboriginal communities at least 15 days prior to the public community meeting held during Phase I: Pre-Contract, with information about when and where the meeting will take place, as well as where the Aboriginal community can view project documents prior to the meeting.

Aboriginal communities that are directly or indirectly affected by the proposed project will be consulted and engaged through a range of activities, including notifications, meetings, and in-depth discussions, as needed. This dialogue will continue throughout the life of the project.

### Consultation with Municipalities and Local Authorities

Local municipalities have a unique understanding of project feasibility issues related to infrastructure and servicing; while municipalities and elected councils, with their experience in working with the local public, offer valuable insight to the local community. Therefore, in order to foster a constructive working relationship, SkyPower Projects ULC will hold at least one meeting with all relevant municipality officials and local authorities to discuss the project (for list, see *Annexure 2*).

During Phase I: Pre-Contract, through meeting with the council of the local Municipality, the council will have the opportunity to comment on how the project may impact certain municipal



services and infrastructure, and in turn SkyPower Projects ULC has the opportunity to review and address the concerns raised. The goal is to attain council support for the project, and for the Township of Muskoka Lakes and SkyPower Projects ULC to enter into agreement regarding the Large Renewable Project.

## Phase I: Pre-Contract

### Notification of the Project and Public Meeting(s)

Public consultation undertaken by SkyPower Projects ULC plays an important role in informing affected communities and members of the public about the details of the proposed project, to solicit their feedback and input.

Notice of a Public Meeting will be distributed at least 15 days prior to the public meeting to all stakeholders listed in the above section, “Whom to Consult: Stakeholders”. The Notice will include information about the LRP proposal, when and where the meeting will take place, a map and address of the project location, and contact information of SkyPower Projects ULC.

Notifications will be distributed through a number of modes, including:

- A. Publishing on at least two separate days in a newspaper with general circulation within 25 kilometres of the Large Renewable Project and proposed connection line; or
- B. If no such newspaper exists, published in at least 6 conspicuous locations within 25 kilometres of the of the Large Renewable Project and proposed connection line;
- C. Posting on the SkyPower Projects ULC’s website; and
- D. If reasonable, published in a newspaper printed by each Aboriginal Community that may be affected or interested in the LRP.

For a full list of documentation which will be provided as part of the Proposal Submission (LRP 1 RFP) to the IESO, see *Annexure 3: Required Documentation*.

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### Public Community Meetings

One or more public community meetings will be held to discuss the Large Renewable Project with members of the public in the project community. In order to ensure that everyone who wants to attend is able to do so, the meetings will be advertised in advance and held in the evenings.

At the public meetings, information will be provided about the project and SkyPower Projects ULC will have an opportunity to receive information from attendees regarding local interests and concerns, which can be incorporated into the project planning process. The public meetings will have on public display all of the information provided in the notice of public community meeting, project Site Considerations Information, and the Community Engagement Plan. There will also be hand-outs of solar Frequently Asked Questions (FAQs), the Large Renewable Procurement process, and project site information. Representatives of SkyPower Projects ULC will be available to answer questions and record community comments. Answers to questions will be provided to the best of SkyPower Projects ULC's abilities; in the case that information is not readily available, SkyPower Projects ULC will work to provide a response in the future. Following the meeting, SkyPower Projects ULC will prepare a meeting summary report which will include an overview of the meeting, stakeholder comments and questions raised during the meeting and action items to be taken in response to those comments. This report will be posted on SkyPower Projects ULC's website and provided to the clerk of the project community and any other prescribed designated official.

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## Phase II: Post-Contract

Just as stakeholder consultation undertaken during the project design phase (Phase I: Pre-Contract) is important for gathering input and incorporating it into the project planning process, SkyPower Projects ULC is committed to maintaining communication with interested stakeholders over the project's lifecycle.<sup>3</sup> Given that the proposed project will become part of the Township of Muskoka Lakes for 20 years or longer, maintaining good relations with the community is important for building an effective relationship and helping make the project beneficial and acceptable for all those involved. SkyPower Projects ULC will therefore provide multiple opportunities for information sharing and stakeholder feedback throughout the course of the project life. Ongoing consultation activities and project communications will occur throughout the construction and operations stages as necessary, and following the process required to obtain the necessary Ontario Renewable Energy Approvals (REA).

### Public Meetings

A second round of public meetings is proposed to be held shortly after SkyPower Projects ULC has been awarded the power purchase contract by the IESO. An initial post-contract public meeting will be an opportunity to share the summary of inputs received from the pre-contract consultation process. A second meeting will be held after all the studies have been completed and concerns from the community have been taken into consideration with a mitigation plan. In advance of the second post-contract public meeting, drafts of the reports and studies will be made available to Aboriginal Communities, Project Communities, Municipal and Local Authorities, and members of the public.

### Ongoing Stakeholder Engagement

Public consultation and stakeholder engagement activities will continue throughout the life of the project. Information will be posted on the publicly accessible website and mailed to stakeholders as necessary. Members of the public can contact SkyPower Projects ULC at any time with questions or comments about this project via mail, phone or email. Contact information is provided in reports, mailings, on the website, and in newspaper notices.

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<sup>3</sup> Note: Phase II is a proposed community engagement plan. After a contract is awarded, the community engagement requirements mandated by the REA process will be followed as the minimum threshold.

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Complaints and other communications received during the construction, operations, maintenance and decommissioning phases will be recorded in an electronic file and/or log book. A record will be kept for all complaints, including: the history of the complaint resolution process that was followed and all actions taken to remediate the cause of the complaint. Where appropriate, steps will be taken to prevent reoccurrence of similar complaints in the future and this information will also be recorded.

### **Emergency Plans**

Prior to construction, SkyPower Projects ULC will establish an Emergency Response Plan (ERP) for AtomLight, including inviting the Fire Chief of the Muskoka Lakes Fire Department to the project location to review potential emergency scenarios that could arise during construction, operation, maintenance and decommissioning of the project. An Emergency Communications Plan will be included in the Emergency Response Plan (ERP) and will provide key contact information for relevant responders, regulators, landowners and other stakeholders. It will contain a description of the chain of communications between SkyPower Projects ULC and relevant responders under emergency scenarios applicable to the project.

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## Conclusion

SkyPower Projects ULC's community consultation and engagement program endeavours to be characterized by open communication with the general public, abutting owners of property, Aboriginal Communities, municipalities, government, and other agencies. Concerns and issues from all relevant stakeholders will be taken into consideration, and where appropriate the project altered in response to comments received. While Phase I: Pre Contract represents a large part of stakeholder consultation, SkyPower Projects ULC will continue communication and stakeholder engagement throughout the project's lifecycle in Phase II: Post-Contract. Through notices, mailings, a publicly accessible project website, public meetings and other consultation activities, SkyPower Projects ULC remains committed to maintaining good relations with the community and to building an effective relationship to make the renewable energy project beneficial for all.

## Annexures

### Annexure 1: List of Aboriginal Communities

The following is a list of Aboriginal Communities that may be affected by or otherwise interested in the project:

- Beausoleil First Nation
- Chippewas of Georgina Lakes
- Chippewas of Rama
- Magnetawan First Nation
- Shawanaga First Nation
- Wahta Mohawk First Nation
- Wasauksing First Nation
- Whitefish River First Nation

### Annexure 2: List of Municipalities and Local Authorities

Role	Name
Clerk of Muskoka Lakes	Cheryl Mortimer
Clerk of Muskoka District	Debbie Crowder
Secretary-Treasurer of local roads board Muskoka Lakes	Stephanie Rettie
Secretary-Treasurer of local roads board Muskoka District	Mark Misko
Secretary of Local Services Board Muskoka Lakes	Neil Donald
Secretary of Local Services Board Muskoka District	Rick Williams
Secretary-Treasurer of a planning board Muskoka Lakes	David Pink
Secretary-Treasurer of a planning board Muskoka District	Samantha Hastings
Chair of the Niagara Escarpment Commission	Not Applicable
Director, Environmental Approvals Access and Service Integration Branch, Ministry of the Environment and	Sarah Paul



Climate Change	
Secretary-treasurer of each conservation authority established by or under the <i>Conservation Authorities Act</i> , RSO 1990, c C.27 or a predecessor thereof in whose jurisdiction the Project is proposed	Not Applicable

### Annexure 3: Required Documentation

SkyPower Projects ULC will have to confirm that it has followed and met all the community engagement requirements of the LRP | RFP by completing a Prescribed Form – Registered Proponent Declarations. The following is an overview of the documents which SkyPower Projects ULC will provide as part of the Proposal Submission (LRP | RFP) to the Independent Electricity System Operator (IESO) (formerly the Ontario Power Authority):

**Community Engagement Plan:** A copy of the AtomLight Community Engagement Plan will be submitted as part of the LRP | RFP as well as posted on the project website at least 15 days prior to the public community meeting. The Plan will also be delivered to the clerk of each of the Project Communities.

**Notice of Public Community Meeting:** A copy of the notice of public community meeting will be submitted with the LRP | RFP, and posted on the project website at least 15 days prior to the meeting.

**Public Community Meeting:** Following a public community meeting held to share information and discuss the Large Renewable Project with members of the public in the project community, a meeting summary report will be prepared and posted on the project website, a copy submitted with the LRP | RFP, and a copy delivered to each of the Project Communities.

**Meeting with Project Communities:** Confirmation that at least one meeting was held to discuss the Large Renewable Project with municipal officials from the Project Communities, or with

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First Nations Communities on whose First Nation Lands the project is located, will be proven by the completion of either the Municipal Meeting Confirmation or First Nations Meeting Confirmation Prescribed Form. If a Project Community declines to sign the form confirming that a meeting has occurred, then SkyPower Projects ULC will provide evidence that written sign-off requests were sent to the clerk (and any other designated official) of the Project Community, and the sign-off was either refused or no response was received (to at least two requests sent over a two week period). If at least one meeting is not held, SkyPower Projects ULC will demonstrate that it put in its best efforts to hold a meeting and failure to hold the meeting was entirely outside of SkyPower Projects ULC's control. Evidence may include a meeting request – with a clear explanation of the intention of the meeting – sent to the clerk (or any other designated official) of the Project Community and declined in writing with no alternative proposed by the Project Community, or no response to at least two meeting requests sent over a two week period.