



Community Engagement Plan

DEVELOPED BY 2432304 ONTARIO CORP.

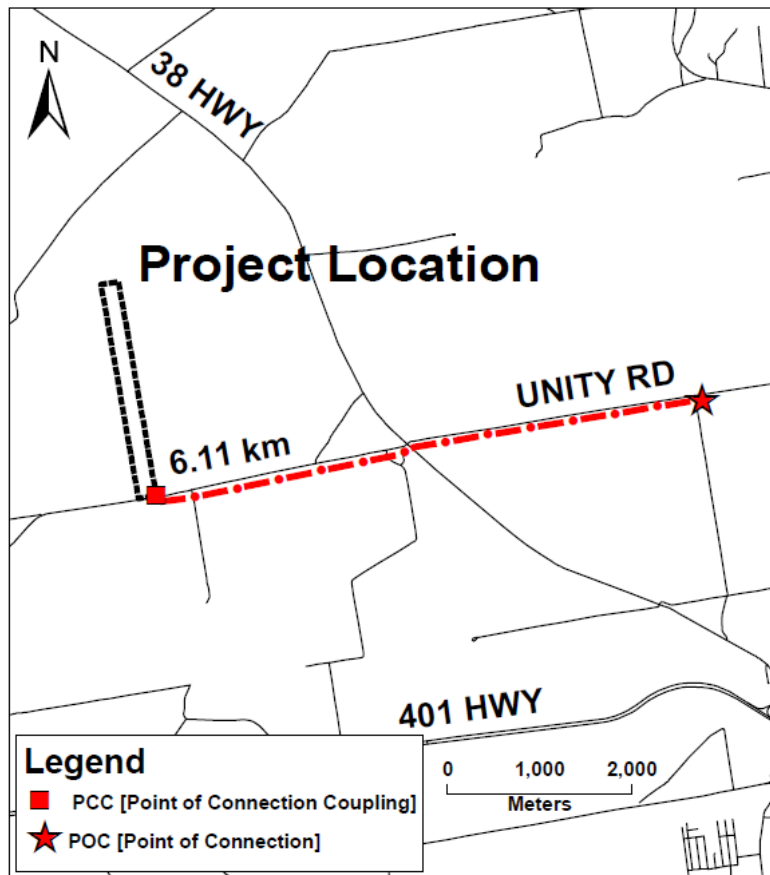
For SapphireLight solar project



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Project Map and Contact Information



www.sapphirelightsolar.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:

SkyPower

First Canadian Place

100 King Street West, 30th Floor

Toronto, Ontario

M5X 1C9

Email: communityengagement@skypower.com

Introduction

2432304 Ontario Corp. proposes to develop a solar photovoltaic (PV) facility with a maximum name plate capacity of approximately 12 megawatts (MW) alternating current (AC), located near Kingston, Ontario. This renewable energy facility will be known as SapphireLight. 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. 2432304 Ontario Corp. is therefore committed to undertaking community engagement initiatives as required under the Large Renewable Project Request for Proposals (LRP 1 RFP-2014) 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 2432304 Ontario Corp. to obtain and use local knowledge in their project designs/plans and in the assessment of any potential environmental effects.

The objectives of the SapphireLight 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.

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, and any other relevant stakeholders. The proposed community engagement plan and all Site Considerations Information will be posted on SapphireLight's publicly accessible website prior to the Public Meetings with the members of the public in the Directly Affected Community. During each Public Meeting¹ information will be on public display. A meeting summary report will be prepared and include how interested and affected stakeholders will be consulted with regards to the development, design, and implementation of the proposed project, as well as whether or how stakeholder comments influenced the progression of the proposed project. A copy of the meeting summary report for each meeting will be posted on SapphireLight's publicly accessible website and provided to the Directly Affected 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 by the IESO for the Large Renewable Projects, 2432304 Ontario Corp. will continue the consultation and communication process for community engagement in **Phase II: Post-Contract**.² 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 with a mitigation plan. Consultation and communication will continue throughout the lifecycle of the solar photovoltaic (PV) project; all Directly Affected Community members and other stakeholders will be kept informed

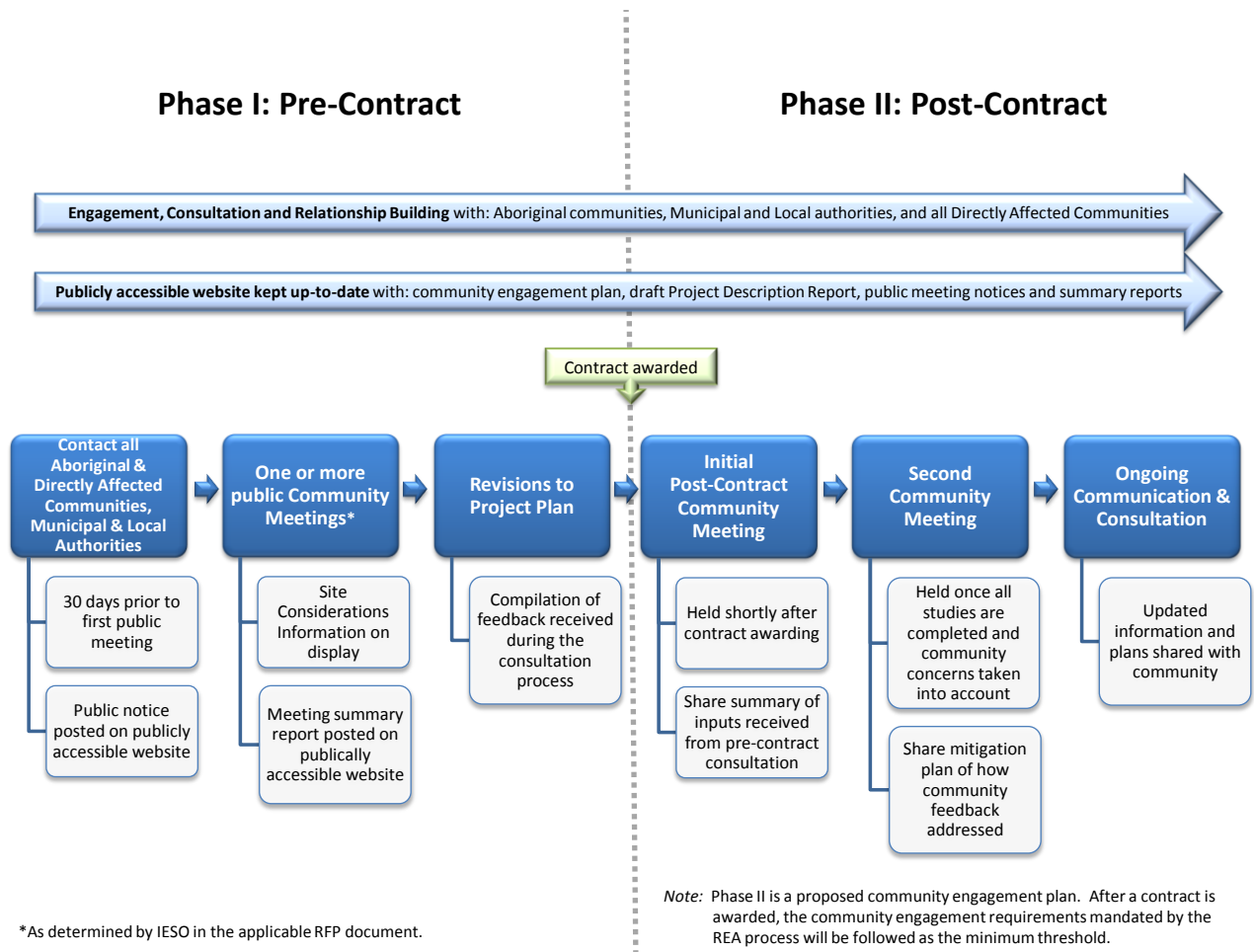
¹ One or more meetings, as determined by IESO in the applicable RFP document.

² *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.

of important developments, and will have the opportunity to contact 2432304 Ontario Corp. 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



Whom to Consult: Stakeholders

2432304 Ontario Corp. seeks to ensure that Directly Affected 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 Large Renewable Energy Project and the proposed Connection Line; and/or
 - abutting the Site or a Property on which the proposed Connection Line is to be situated;
- Aboriginal Communities that may be affected by or otherwise interested in the Large Renewable Project or proposed Connection Line;
- Clerks of each local 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 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;
- *If relevant*, 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 2432304 Ontario Corp. is aware.

Aboriginal Consultation and Engagement

Consultation with Aboriginal communities is an essential component of 2432304 Ontario Corp.'s community engagement program. As such, 2432304 Ontario Corp. 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 30 days prior to the initial public meeting held during Phase I: Pre-Contract, with information about when and where the meetings 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, 2432304 Ontario Corp. will hold meetings with all relevant municipalities and local authorities to discuss the project (for list, see *Annexure 2*).

During Phase I: Pre-Contract, a Municipal Consultation Form will be provided to all relevant municipalities and road/service boards (for list, see *Annexure 2: List of Municipalities and Local Authorities*). Through this process, the municipality of Kingston is able to comment on how the project may impact certain municipal services and infrastructure, and in turn 2432304 Ontario Corp. has the opportunity to review and address the concerns raised.

Phase I: Pre-Contract

Notification of the Project and Public Meeting(s)

Public consultation undertaken by 2432304 Ontario Corp. 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 30 days prior to the first public meeting to all stakeholders listed in the above section, “Whom to Consult: Stakeholders”. The Notice will include information about when and where the meeting(s) will take place, where the public can view project documents prior to the meeting, and a map of the project location and contact information of 2432304 Ontario Corp.

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

- A. Publishing on at least two separate days in Kingston Heritage, as a newspaper with general circulation in the Municipality of Kingston; or
- B. Publishing on at least two separate days in Kingston Heritage, as a newspaper with general circulation within 25km of the project location; and
- C. Posting on the 2432304 Ontario Corp.’s website.

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*.

Public Meetings

One or more public meetings will be held³ at Kinston, which is located at Matthew J. Dawe Royal Canadian Legion, 4034 Bath Rd, Kingston, ON K7M 4Y4 on March 2 and 3, 2015. 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 2432304 Ontario Corp. will have an opportunity to receive information from attendees regarding local interests

³ As determined by IESO in the applicable RFP document.

and concerns, which can be incorporated into the project planning process. The public meetings will include a presentation, project Site Considerations Information on public display, and hand-outs of Frequently Asked Questions (FAQs). Representatives of 2432304 Ontario Corp. will be available to answer questions and record community comments. Answers to questions posted at the public meetings and submitted in writing will be provided to the best of 2432304 Ontario Corp.'s abilities; in the case that information is not readily available, 2432304 Ontario Corp. will work to provide a response in the future.

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, 2432304 Ontario Corp. is committed to maintaining communication with interested stakeholders over the project's lifecycle.⁴ Given that the proposed project will become part of Kingston 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. 2432304 Ontario Corp. will therefore provide multiple opportunities for information sharing and stakeholder feedback throughout the course of the project. 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 will be held shortly after 2432304 Ontario Corp. 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, Directly Affected 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 2432304 Ontario Corp. at any time with questions or comments about this project via mail, phone or email. Contact information is provided in technical reports, on the website, and in newspaper notices.

⁴ 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.

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, 2432304 Ontario Corp. will establish an Emergency Response Plan (ERP) for SapphireLight, including inviting the Fire and Rescue Chief of the Kingston Fire and Rescue 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 2432304 Ontario Corp. and relevant responders under emergency scenarios applicable to the project.

Conclusion

2432304 Ontario Corp.'s community consultation and engagement program endeavours to be characterized by open communication with the general public, landowners, Aboriginal Communities, municipalities, government, and other agencies. While Phase I: Pre Contract represents a large part of stakeholder consultation, 2432304 Ontario Corp. 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, 2432304 Ontario Corp. remains committed to maintaining good relations with the community and to building an effective relationship to make the renewable energy project beneficial for all involved.

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:

- Mohawks of the Bay of Quinte First Nations

Annexure 2: List of Municipalities and Local Authorities

City of Kingston
216 Ontario Street
Kingston, ON K7L 2Z3

Role	Name
Clerk of Municipality	Kyle Bolton
Secretary-Treasurer of local roads board	Kevin Arjoon
Secretary of Local Services Board	Judy Brick
Secretary-Treasurer of a planning board	Paige Agnew
Chair of the Niagara Escarpment Commission	Not Applicable
Director, Environmental Approvals Access and Service Integration Branch, Ministry of the Environment and Climate Change	Sarah Paul

Annexure 3: Required Documentation

The following is a list of documentation which 2432304 Ontario Corp. will provide as part of the Proposal Submission (LRP 1 RFP) to the Independent Electricity System Operator (IESO) (formerly the Ontario Power Authority):

- A copy of the community engagement plan;
- A screenshot of the publicly accessible website with the community engagement plan posted, and with the date and URL clearly shown;
- Evidence (such as copies of courier transmittal sheets) of delivery of the community

engagement plan to each of the Directly Affected Communities;

- Evidence that least one community meeting was held to discuss the LRP with members of the public in each of the Directly Affected Communities, confirmed by the Prescribed Form – Registered Proponent Declarations, along with substantiating evidence including a copy of the meeting summary reports; a screenshot of the publically accessible website with the meeting summary reports posted (with date clearly shown); and copies of the courier transmittal sheets evidencing delivery of the summary reports to each of the Directly Affected Community;
 - In the case that a community meeting was not held, evidence that 2432304 Ontario Corp. used its best efforts to hold the meeting and failure to hold the meeting was entirely outside 2432304 Ontario Corp.’s control;
- Completed Prescribed Forms – First Nations Meeting Confirmation, Municipal Meeting Confirmation, Abutting Landowner Support – for each Directly Affected Community;
- Completed Municipal Agreement Form and First Nation Support Resolution Form;
- In the case that a Directly Affected Community declines to sign the Prescribed Form to confirm that a meeting occurred, 2432304 Ontario Corp. will provide substantiating evidence that:
 - A written sign-off request was sent to the Directly Affected Community, and the sign-off was refused for reasons other than disagreement over the contents of the Prescribed Form or the meeting notes (a copy of the refusal will be included); OR
 - At least two sign-off requests were sent in writing over a two week period to the Directly Affected Community and all meeting attendees and the Registered Proponent received no response to the requests.
- In the case that at least one meeting with officials from each of the Directly Affected Communities is not held, 2432304 Ontario Corp. will provide evidence that it used its best efforts to hold such a meeting and the failure to hold the meeting was entirely outside of 2432304 Ontario Corp.’s control, demonstrating that:
 - A meeting request was sent to the Directly Affected Community with a clear explanation of the intention of the meeting and the meeting was declined in writing by the Directly Affected Community with no alternative proposed; OR
 - At least two meeting requests were sent over a two week period to the key

officials of the Directly Affected Community (including the Clerk and Chief Administrative Officer, as applicable) with a clear explanation of the intention of the meeting and 2432304 Ontario Corp. received no response to the requests.

- A summary of communication with any members of the public, Aboriginal communities, municipalities and agencies regarding the project;
- A description of whether and how:
 - Comments from members of the public, Aboriginal communities, municipalities and agencies were considered by the person who is engaging in the project;
 - The documents that were made available were amended after the final public meeting was held; and,
 - The proposal to engage in the project was altered in response to comments received from members of the public, Aboriginal communities, municipalities and agencies.

In support of these requirements, the following information will be provided:

- Copies of notices published;
- A record and mailing list of individuals⁵, organizations or agencies who received project notices;
- A list of all participants who attended the public meetings (in the form of a sign-in sheet) and a record of public concerns and issues;
- A record of how the concerns and issues have been considered;
- A description and documentation of how any issues raised during municipal consultation are considered; and,
- A summary of any possible outstanding concerns.

⁵ With personal information removed in accordance with the *Personal Information Protection and Electronic Documents Act*, 2000.