

**Terms of Reference  
for a Citizen Monitoring Committee  
established or continued pursuant to clauses  
9.3 and 9.6 of the Wind Turbine By-law**



## **Mandate**

The purpose of a Citizen Monitoring Committee established or continued pursuant to clauses 9.3 and 9.6 of the Wind Turbine Bylaw shall be to provide a forum whereby individuals interested in a Wind Power Project can receive information about the Wind Power Project and express any comments or concerns they may have about the Wind Power Project. The purpose of a Citizen Monitoring Committee is to serve as a link between the owner(s) and/or operator(s) of a Wind Power Project, the Municipality and members of the public.

Where deemed appropriate by the Chair of the Citizen Monitoring Committee, after consultation with staff and the Citizen Monitoring Committee and upon consideration of any submissions or presentations made by individuals interested in the Citizen Monitoring Committee, the Citizen Monitoring Committee may (i) seek information from the owner(s) and/or operator(s) of a Wind Power Project and/or from the Municipality as requested by individuals interested in the Wind Power Project and (ii) forward comments or concerns individuals have expressed about the Wind Power Project to the owner(s) and/or operator(s) of the Wind Power Project and/or to the Municipality.

The mandate of a Citizen Monitoring Committee does not include any of the responsibilities of the Development Officer. More particularly, the mandate of a Citizen Monitoring Committee does not include enforcement of or ensuring compliance with the Wind Turbine Bylaw or any Licenses issued or renewed pursuant to the Wind Turbine Bylaw.

## **Membership**

The membership of a Citizen Monitoring Committee shall include:

- The Chair, as determined by clauses 9.3(c) and 9.6(b) of the Wind Turbine Bylaw;
- One (1) Council member from an adjoining council district; and
- Two (2) citizen representatives as selected by the Council's Nominating Committee, in consultation with the affected district Councillor(s), from time to time, who own property within two (2) kilometres of the boundaries where the Wind Power Project is proposed to be situated.

The Chair shall work in conjunction with the Director of Community Development or his/her designate in an ex-officio capacity to help ensure the effectiveness of the Citizen Monitoring Committee, and shall attend meetings of the Citizen Monitoring Committee to be available as a resource for advice and to assist the Committee.

In the event that a Councillor declines the right to serve either as Chair or as the second member of a Citizen Monitoring Committee, or a Councillor is in a conflict of interest, Council shall fill the positions by appointing any other member of Council.

## **Public Meetings and Participation**

All Citizen Monitoring Committee meetings shall be public meetings and there shall be at least one meeting for every Citizen Monitoring Committee. Notice of the first public meeting of a Citizen Monitoring Committee shall be given:

- to all land-owners who own land within two (2) kilometres of the boundaries of a proposed Wind Power Project, by way of regular mail to the registered address of the landowner; and
- to the general public, by way of newspaper advertisement, posting on the Municipality's website or some other means of providing notice deemed appropriate by the Chair of the Citizen Monitoring Committee.

With respect to public meetings held by the Citizen Monitoring Committee, the

- frequency of public meetings,
- number of public meetings and
- duration of meetings

shall be as deemed appropriate by the Chair of the Citizen Monitoring Committee, in his or her sole discretion after consultation with the Citizen Monitoring Committee. This committee shall meet at least once a year until deemed unnecessary by the Committee.