



# MEETING MINUTES

**Subject:** Port Ryerse Wind Farm Community Liaison Committee Meeting 2  
**Date and Time:** August 9, 2016 5:30pm – 7:30pm  
**Location:** Vittoria and District Community Centre, 17 Oakes Blvd, Vittoria ON  
**Our File:** 16-3802

## Attendees

Asier Ania, Boralex	Larry Glaser, CLC Member
Frédéric Courtemanche, Boralex	Alan Sheppard, CLC Member
Samuel Richard, Boralex	Chris van Passen, CLC Member
Adam Rosso, Boralex	Karla Kolli, Dillon Consulting (Chair and Facilitator)
Nora Brown, CLC Member	Michael Seasons, Dillon Consulting (note taker)

## Regrets

Wally Faulkner, CLC Member  
 Bob Lawrence, CLC Member

## Notes

- | Item      | Discussion  |
|-----------|---|
| <b>1.</b> | <b>Introductions</b>  |
| 1.1.      | CLC members introduced themselves.  |
| <b>2.</b> | <b>Review of Minutes from CLC Meeting 1 (May 30, 2016)</b>  |
| 2.1.      | Minutes from CLC Meeting 1 on May 30, 2016 accepted by the CLC  |
| <b>3.</b> | <b>Community Liaison Committee (CLC) Terms of Reference (ToR)</b>   |
| 3.1.      | ToR section 6.1 revised to allow for more than 4 CLC meetings should the need arise and the CLC deem it necessary to do so ( <b>ACTION COMPLETED</b> )  |
| 3.2.      | ToR section 6.2 revised to allow for more than 3 public delegations should the need arise and the CLC deem it necessary to do so ( <b>ACTION COMPLETED</b> )  |
| 3.3.      | ToR section 8.2 revised to align question submission and agenda distribution deadlines; questions from the public must be submitted at least 6 days in advance of the CLC meeting, following which the agenda will be distributed at least 5 days in advance of the CLC meeting ( <b>ACTION COMPLETED</b> ) |
| 3.4.      | All revisions to the ToR were accepted by the CLC; the ToR is now considered final  |
| <b>4.</b> | <b>Project Construction Update</b>  |
| 4.1.      | Boralex gave an overview of construction progress to date and to come   |

### ***Works Completed to Date***

- 4.2. Large portion of civil works have been completed, including: Avalon Lane reinforcement; laydown yard completed and trailers installed; access roads constructed
- 4.3. Substation (E-shed) works have begun
- 4.4. Turbine site excavations have been completed on all 4 turbine sites
- 4.5. A member of the CLC asked if the foundation platform is constructed to freely sit atop ground or if it is anchored on piles
  - 4.5.1. Boralex confirmed that the turbine foundations are not using piles and are instead employing a non-buoyant, non-pile foundation design; foundation is shaped like an octagonal cone section with a central column in the centre to which the steel sections of the turbine tower will mount, grading downward away from the centre
  - 4.5.2. Boralex confirmed that 2 independent geotechnical studies undertaken at the start of excavation works showed that the local clay is ideal for construction purposes (very stiff) and would not require piling to the bedrock
  - 4.5.3. Boralex confirmed foundations are will be approximately 3m deep (**ACTION COMPLETED**)
- 4.6. Boralex noted that “Watch for Children” signage has been positioned on Woolley Rd following a request from a member of the CLC
  - 4.6.1. It was noted by the CLC member that these efforts were appreciated as school children often gather for the bus at Gilbert Rd/Woolley Rd

### ***Works Currently Ongoing***

- 4.7. Foundation and substation works still ongoing (e.g. levelling ground)

### ***Works to be Undertaken***

- 4.8. Pouring of concrete foundations should begin early next week; rebar installation for all 4 turbine sites should be completed by the end of the week of August 14
  - 4.8.1. Plans call for 1 foundation to be poured per day with curing time to follow, totalling approximately 1.5 weeks for all 4 turbine foundations (depending on weather)
- 4.9. Concrete pouring will occur earlier in the morning (beginning at 5am) due to health and safety and technical concerns in relation to the extreme heat conditions lately; Norfolk County permitted this earlier work timeframe
  - 4.9.1. It was noted that crushed ice is being added to the concrete mixture to retard the curing process during extreme heat conditions so as to ensure high quality results; QA/QC testing will involve compaction testing, temperature verification and failure testing using core samples
- 4.10. All foundations will be crowned
- 4.11. Substation (E-Shed) works are continuing, with delivery of the prefabricated structure expected in September

- 4.12. Collector network and turbines are to be installed throughout September/October, with commissioning of the turbines to immediately follow as each is installed
  - 4.12.1. It was noted that collector network installation can be undertaken in 3 ways: using a backhoe to dig trenches; ploughing, which involves laying the cabling and backfilling in sequence; and directional drilling
  - 4.12.2. Boralex noted that the method that will be employed generally has yet to be determined by the contractor (Borea), but that directional drilling will be employed generally in a north to south direction under natural features between Turbine 2 and 1
  - 4.12.3. Collector network installation is scheduled to begin in mid-late August
- 4.13. A member of the public asked if the substation (E-shed) is sited on a foundation or pilings
  - 4.13.1. Boralex confirmed the substation is set on a foundation
- 4.14. A member of the public asked how close the substation (E-shed) is located in relation to the nearest residence, and whether studies of electromagnetic frequency (EMF) emissions needed to be undertaken
  - 4.14.1. Boralex confirmed that there are no regulatory requirements to undertake EMF testing as the entire electrical system is relatively low voltage, with the nearest residence approximately 400ft away
- 4.15. A member of the public asked how long turbine commissioning will take
  - 4.15.1. Boralex confirmed turbine commissioning will take several days per turbine
- 4.16. A member of the public asked whether turbine and park equipment maintenance scheduling information would be made public
  - 4.16.1. Boralex noted that regular turbine maintenance will be undertaken by the turbine manufacturer (Siemens). As an example, it could be on a biannual basis, or when required. Operations and maintenance will also employ centralized monitoring of the SCADA system at a facility in Kingsley Falls, QC
  - 4.16.2. Boralex noted that in their desire to be as open and transparent as possible, that operational information would be addressed at the final CLC meeting

***ACTION: Boralex to present information on maintenance schedule and scope, and operations information at final CLC meeting. Operational staff to attend.***

#### ***Local Contractors***

- 4.17. Boralex noted that they make a concerted effort to employ local contractors and make use of local goods and services as much as possible
  - 4.17.1. It was noted that local contractors were responsible for approximately 85% of works undertaken through to July 18, with nearly \$2 million that will have been invested in local companies through the life of the project
  - 4.17.2. First Nations are also involved in the project, undertaking on-site monitoring

## 5. CLC Questions and Discussion

- 5.1. Boralex addressed a series of questions and requests for further information noted as actions following the previous CLC meeting. *Note: "ACTION COMPLETED" refers to actions identified in previous minutes.*

### **Construction Traffic and Haul Route Planning**

- 5.2. Boralex confirmed that haul route information has been posted to the project website and will be kept up to date, and provided a map of haul routes as part of the presentation slides (**ACTION COMPLETED**)
- 5.2.1. A member of the CLC noted that Boralex had lived up to its commitment to provide timely updates on construction activities and their expected impacts on the community
- 5.2.2. Boralex noted that delivery of components for Turbine 1 and the E-house will see trucks using County Rd 57, while all other construction traffic will use the other haul routes
- 5.2.3. Boralex noted that contractors are given specific haul route mapping and must keep to those routes; any contractor found outside the specified haul route is subject to immediate reprimand (1 strike policy)
- 5.2.4. Boralex confirmed that the haul routes were approved by relevant municipal authorities as part of the project's Road Usage Agreement, which sees Boralex responsible for repair of any damage project works may cause along those routes
- 5.3. Turning radius will be built at entrance of Gilbert and Avalon, approximately in early September, as late as possible before turbine installation needs to occur
- 5.4. Turbines will be delivered over the course of approximately 1 day per turbine
- 5.5. A member of the CLC noted that loads are restricted along the haul route roads
- 5.5.1. Boralex noted that this refers to the half-load season, which does not begin until after delivery is expected to be completed
- 5.6. Boralex confirmed that, in the worst case scenario, the estimated length of travel along Avalon Lane could be approximately 5 minutes during construction/component delivery (**ACTION COMPLETED**)

### **Construction**

- 5.7. A member of the public asked how many workers would be on-site during construction, and whether a Joint Health & Safety Committee (JHSC) would be struck
- 5.7.1. Boralex confirmed that approximately 15 workers are currently on-site at any given time; a approximately 50 workers are expected during peak construction activities to come, at which point a JHSC will be formed
- 5.8. Boralex confirmed that weekly construction updates are being posted to the project website (**ACTION COMPLETED**)

- 5.9. Boralex confirmed that no soil will be removed during collector system installation and they are not planning on removing any topsoil from the site; thermal backfill (i.e. sand) will be added for the collector system, and ducting will only be used at the substation area and in areas where directional drilling takes place (**ACTION COMPLETED**)

#### ***Emergency Services***

- 5.10. A member of the CLC noted that there are only two main routes in and out of the community, and that construction could be problematic for emergency services
- 5.11. Boralex confirmed that municipal emergency services have met with project staff and are always made aware of construction activities and haul routes ahead of works being undertaken, and that construction works will not block County Rd 57 or Port Ryerse Rd
- 5.12. A member of the CLC questioned whether emergency services dispatchers would be able to correctly locate the project work sites in the event of an emergency during construction or operation
- 5.13. Boralex noted that each turbine and work site is assigned a 911 address in addition to GPS coordinates in EMS databases, and that each turbine has signage indicating its 911 address

***ACTION: Boralex to consider posting an information board at each turbine site to indicate company and project name, contact information, site map and description of what is at each site***

- 5.14. A member of the CLC suggested Boralex meet with EMS services once component delivery begins
- 5.15. Boralex noted that they are already planning to meet with local emergency services once the operations phase begins, and that all local services are made aware of construction activities by way of the Norfolk County oversize load permitting process, but will confirm that this is the case

***ACTION: Boralex to confirm that relevant local authorities have correct information regarding upcoming component delivery activities***

#### ***Other Questions***

- 5.16. A member of the public asked about policies for working at heights
- 5.17. Boralex confirmed that corporate policy entails a minimum of 2 persons present at all time, and preferably 3 persons, on-site during any work at heights: 1 person on the ground, 2 people in the turbine nacelle
- 5.17.1. Boralex noted that discussions regarding the availability of post-construction environmental monitoring data are ongoing and will be addressed during the final CLC meeting (**ACTION COMPLETE**)

***ACTION: Boralex to address availability of post-construction environmental monitoring data at final CLC meeting***

- 5.18. Boralex confirmed that a change in the project name was considered not to be feasible due to inability to change the approved legal name of the project entity, and that the project's ranking in internet search results was not within the company's control (**ACTION COMPLETED**)
- 5.18.1. Boralex noted that they undertook internal testing to determine how and where the project website appears in search results, and found that results varied widely across users and devices
- 5.19. Boralex noted that detailed information regarding project decommissioning is available in the Decommissioning Report on the project website; salvageable material may be sold to local recyclers, while non-salvageable items will be transported to an MOE-approved disposal facility
- 5.20. A member of the public asked whether any kind of vegetation control plan or tree planting works needed to be implemented
- 5.20.1. Boralex confirmed that certain areas of the project will have silt fencing installed as part of the conditions of the REA, and that fencing is up and also installed in certain areas to delineate sites of archaeological potential
- 5.21. A member of the public asked whether Boralex is responsible for maintaining site areas in incidences of graffiti, etc.
- 5.21.1. Boralex confirmed that they are responsible for maintaining all areas where site works are occurring
- 5.22. A member of the CLC noted that members of the public had expressed fear about voicing opposition to the project and wind power in general
- 5.22.1. The Chair and Boralex noted that any concerns expressed to CLC members should be brought forward anonymously so that they can be addressed through the CLC
- 5.23. A member of the public asked if Boralex would consider opportunities for holding a site visit
- 5.23.1. Boralex noted that liability concerns prevent site visits during the construction phase due to hazards on-site, and that they do not want to interfere with the contractor's responsibility for the undertaking of construction activities

**ACTION: Boralex to consider possibility of site visit during operations phase**

## 6. Next Steps

- 6.1. A member of the CLC suggested that the next meeting should be held near the completion of the construction phase
- 6.1.1. CLC members agreed to set the next CLC meeting for October 19, 2016 at 5:30pm at the Vittoria Community Centre (subject to booking availability)

*The meeting adjourned at 7:30 PM.*

## **Project Contact Information**

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### **Port Ryerse Wind Farm LP**

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Asier Ania, Project Manager, Development  
Boralex Inc.  
1-855-363-6319  
Email: portryersewind@boralex.com

### **General Project Information**

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Toll free: 1-855-363-6319  
Project email address: portryersewind@boralex.com  
In addition, Project information is posted to the Project website:  
**[www.boralex.com/projects/portryerse](http://www.boralex.com/projects/portryerse)**

### **CLC Facilitator**

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## **Errors and/or Omissions**

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These minutes were prepared by Michael Seasons who should be notified of any errors and/or omissions.