



Project Charter – 4.2 Ontario Pumped Storage

Function: Office of the CAO

Project Team

Project Manager: CAO
Project Coordinator: Project Administrator (Ontario Pumped Storage)

Summary

TC Energy is currently seeking approval from the Federal and Provincial governments to construct and operate a 1,000 MW “Ontario Pumped Storage” facility on a portion of land within the 4th Canadian Division Training Centre in Meaford. This charter relates to the Municipality’s approach to that project, aiming to represent the community, mitigate any future impacts, and obtain the greatest benefit possible should the project move forward.

Deliverables and Objectives

- Establish a Community Steering Committee to provide advice to Council and staff regarding the Ontario Pumped Storage project.
- Participate in the federal Impact Assessment and provincial Environmental Assessment processes.
- Negotiate a Community Benefits Agreement.
- Assess regulatory authority related to the Ontario Pumped Storage project.
- Complete other deliverables identified by Council through the project.

Benefits

This project will ensure that the community benefits as much as possible from the proposed TC Energy Ontario Pumped Storage Project, alongside mitigating any potential negative impacts on the community.

Scope Description

The Ontario Pumped Storage project will focus on representing the community as a whole, working to ensure the lowest possible impact of the project on the community, and obtain the highest possible community benefit should the Ontario Pumped Storage proposal move ahead.

The scope of this project includes working with community partners, stakeholders and other government organizations, as well as the project proponent.

This project includes participation in the federal impact assessment and provincial environmental assessment processes.

Out of Scope

- Monitoring during construction phase
- Ongoing enforcement of regulation (if applicable)

While these items will be considered as part of the Municipality's ongoing enforcement and monitoring responsibilities, they do not form part of this project charter.

Process/Schedule

Goals

As determined by Council in February 2023, the following goals have been established for the project:

1. Development of a regulatory plan and related information gathering and disclosure requirements to address the central role and future actions of the Municipality regarding the Proposed facility over its life-cycle from planning to decommissioning;
2. Formal agreement between the Municipality and TC Energy on Community Benefits covering short-, medium- and long-term benefits, including ultimate ratification of the agreement by Council;
3. Participation in all applicable environmental energy, and land use processes, including any applicable environmental and/or impact assessments; and
4. Mitigation of project-related community impacts during planning, construction and operation phases.

Methodology

Community Benefit Negotiations

Working with StrategyCorp, the Municipality will go through a process to develop and enter into a formal agreement with TC Energy (Ontario Pumped Storage) for short-, medium-, and long-term community benefits. This work is planned to be done through four phases:

1. Kick-off, Public Opinion Research, & Environmental Scan, including Council & staff interviews
2. Community Engagement
3. Strategic Planning, Terms of Reference Support, Comparative Financial Analysis
4. CBA Negotiations

Community Input

Community Input will be focused through a new Community Steering Committee for the Ontario Pumped Storage Project. This committee will accomplish three main goals through regular meetings:

1. Facilitate learning about the proposed project, mainly by hosting speakers such as the proponent and subject matter experts that may be in support of or opposition to the project, and Committee members sharing what they learned through the speaker programme, visiting other communities with pumped storage facilities, attending subject related conferences, visiting the proposed site, and other opportunities for learning;
2. Suggest to Council the redirection of aspects of the project based upon what it is hearing;
3. Provide a regular community-based forum for public discussion through a transparent process.

Technical Review

The technical review of studies and reports related to the Impact Assessment and Environmental Assessment processes will be managed by Ainley Group on behalf of the Municipality, as the studies and reports become available. Comments on each report will be provided to the Community Steering Committee and to Council.

Additional Items

This project charter will be revised during the course of the project to reflect changing circumstances and additional work that must be undertaken based on community input and Council direction.

Schedule

The work described above will take place concurrently over the 2023 to 2025 period, with the possibility of extension dependant on the length of the federal and provincial processes.

Risks

Risk Description	Probability	Impact significance	Action to Avoid Risk
Staff resourcing - There is currently no staff member responsible for this project other than the CAO.	Medium	High	Staff recommend recruiting a project administrator to provide committee, communications and CAO support related to the project.
Unknown duration and complexity of project	Medium	Medium	Regular reporting to Council will allow for the project charter, methodology and budget to be amended where necessary as the external project progresses.
Financial resourcing to complete necessary work	Low	High	Ongoing work with the proponent to ensure that municipal costs related to this project are covered by TC Energy.

Budget / Resources

The budget for this project will be determined during the course of the project, based on the changing nature of the work required.

The expectation is that all work, including municipal staff time, will be funded by TC Energy, based on their previous commitments.

Charter Adoption

Date: _____

CAO: _____

Project Manager: _____

Appendix 1 – Project Governance (RASCI) Responsibility Assignment Matrix

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Council	X			X		Provide direction on project
CAO	X	X				Implement project deliverables
Project Administrator			X			Day-to-day responsibility for administrative project functions
Internal Working Group			X			Subject expertise and corporate knowledge

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
Consultants			X			Subject matter experts
Community				X	X	

Responsible – The project owner. There can be multiple people responsible for a task.

Accountable – This person has final control over a project task and the resources associated with it. They will generally assign and delegate project work responsibilities. Only one person accountable to one task.

Supportive – Supportive people are able to provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.

Consulted – Those who are Consulted are there to help the Responsible person finish tasks with success. These people can be consultants in their respective field that bring valuable subject matter expertise to the project.

Informed – These are people who need to be kept in the loop during the project life-cycle. Due to their status as a project stakeholder or the fact they will be impacted by the project, they will need to be informed about progress, at all stages, up-to and including project completion.