



Guidelines for: The South Canoe Wind Farm, Community Liaison Committee

Purpose and Structure

The Community Liaison Committee (CLC) is an advisory body to the South Canoe Wind Farm Development Team.

The CLC shall:

- Provide information on matters regarding the development of the proposed wind farm that may have or is perceived to have public impacts.
- Provide an avenue for the exchange of information on the Project to the community's interested individuals and other interested parties.
- Meet on a regular basis, as determined by the CLC, from the outset of the Project until either the Project is put on hold or until released in writing by the Nova Scotia Department of Environment (NSE). If CLC members are accepting, the CLC may continue to operate past its release by NSE.

The CLC is intended to be an ongoing mechanism established with the following mandate:

- For consultation between the South Canoe Wind Farm Development Team and the residents of the area, who are impacted or are perceived to be impacted during the development and construction of the Project.
- To act as a forum for ongoing dialogue between the Development Team and the area representatives for consideration of issues of public concern;
- To provide a means for the Development Team to provide information to, consult with and obtain advice from a body of representatives of the community; and
- A method whereby the residents or other parties may bring issues of public concern to the attention of the Development Team.

Roles and Responsibilities

- The South Canoe Wind Farm Development Team is solely responsible for the development and commissioning of the South Canoe Wind Farm. The CLC has no responsibility or liability for development, commissioning, operations or maintenance of the Project.
- The Committee size should be kept to a manageable size, no greater than 17 voting members (Municipal Councilors as ex-officio members). The members are comprised of one (1) Oxford



Frozen Foods (OFF) Representative, one (1) Minas Basin Pulp and Power (MBPP) Representative and one (1) Nova Scotia Power Inc. (NSPI) Representative and fifteen (15) community members.

- Members of the Committee will normally be chosen from individuals or groups representing the geographic area, which may be impacted by the Project. However, if there are specific groups impacted by the Project who do not reside within the immediate area, the CLC may decide to select additional members. The geographical area for the CLC will be District Municipality of Chester and Municipality of Hants.
- The Development Team members will be represented at all Committee meetings.
- The Development Team will be responsible for all costs associated with the work of the CLC, such as cost for any meeting space, photocopying, publicity and any other costs the Committee may incur to fulfill its mandate as agreed to by the Development Team.
- The CLC liaises with the Chair of the CLC, the person primarily responsible for the CLC within the Development Team. Contact can be made at: info@southcanoewind.com
- The CLC is responsible to the community in expressing their views and concerns, and sharing information with them.
- The CLC is responsible to the Development Team in ensuring areas of concern are brought forward through constructive dialogue aimed at problem resolution.
- The CLC is responsible for gaining an understanding of the public aspects of the Project.
- The CLC shall ensure that the views of the Committee are made available to the public in an appropriate manner.
 - Agendas and approved minutes will be available at: Lakeside Convenience Store, Clover Farms and development website. When possible, a summary of the CLC meetings will be included in the New Ross Flyer.
 - Postings will be within seven (7) days of the meeting occurring and within five (5) days of the meeting minutes being approved.
 - Any communications from the Committee or any of its members to the community or any other party should first be provided to the committee or the CLC Spokesperson for discussion.
- The Development Team chooses a spokesperson as part of the communication strategy, as required.
 - Spokesperson shall be: Mary-Frances Lynch (info@southcanoewind.com or maryfrances.lynch@minasenergy.com).



- Community Representatives on the CLC are volunteers and shall assume no responsibility for development, commissioning, operations or maintenance of the Project.
- Communications with the CLC Members will be primarily via: email
 - Regrets for meetings to be received 24hrs prior to meetings, via email at info@southcanoewind.com.
- Committee Members shall conduct themselves in a respectful manner at all times and in accordance with the rules as set out by the CLC in the minutes of meeting of February 27, 2012, which are attached to these guidelines as Appendix A.
- No committee member will be required to provide information, which is of a personal, confidential or proprietary nature, other than name, affiliation, phone number and email.
- The mandate and membership of the Committee is to be reviewed on an annual basis (depending on the lifespan of the CLC).
- The Committee shall establish a schedule of meetings.
- Any Committee Member who misses two (2) consecutive meetings without notification shall be sent a letter from the Chair advising that if another meeting is missed, that member will be deemed to have resigned.
- A quorum will consist of a minimum of eight (8) voting CLC Members, and 2 of the 3 representatives from: one (1) OFF representative, one (1) MBPP representative and one (1) NSPI representative.

Officers

Chair: The selection of a Chairperson is the responsibility of the Development Team.

The Chair shall:

- Prepare an agenda for the meeting in consultation with the CLC;
 - Agendas to be provided to the CLC seven (7) days prior to the meeting.
- Call the meeting to order;
- Decide if quorum is present at the beginning of each meeting;
- Ask for the minutes of the last meeting to be read;
- Call for discussion and vote for minutes of last meeting to be accepted;
- Call for any new items to be added to the agenda;



- Facilitate the rest of the meeting following agenda items;
- During the meeting, monitor speakers so that only one person is speaking at a time and that no one speaks for more than 2-5 minutes at a time.
- Ensure the meeting proceedings are carried out with respect to all parties;
- Call for discussion to end and a vote to be made, when appropriate.

Committee Secretary: The selection of the Secretary is the responsibility of the Development Team. The Secretary shall:

- Provide and arrange meeting space;
- Prepare and distribute copies of the agendas and meeting minutes;

Decisions

Decisions on matters will be made as follows:

- The Chair will end discussion on a topic, after it is felt that an appropriate amount of time has been spent on the subject or the time allotted for the topic has come to an end.
- The Chair will go around the table and ask each person present if there is any last thing they would like to add to the discussion.
- Each person will have a final say.
- Decision-making will attempt to be made by consensus; however if necessary, a decision will be carried with a majority vote of the quorum, private ballot voting will be allowed, if necessary.
- The Development Team will hold the privilege for veto as it relates to business/financial items, if required.

Decisions on matters between scheduled meetings:

- The Chair or designate will contact the CLC Members via phone or email (as appropriate) to determine if a topic requires an unscheduled meeting of the CLC to discuss, based on the majority of people seeking discussion.
- Otherwise, the discussion with the Chair or designate will constitute discussion on the topic.



Committee Members

As stated in section 5.1 of the Environmental Assessment Approval Terms and Conditions, the CLC must include membership from Staff/Council from the Municipal District of Chester, the Mi'kmaq community and the general public. CLC membership as of August 2013 includes:

Name	Affiliation	Email	Phone
Megan Davies	Local Resident	megdavi@eastlink.ca	(902) 798-9596
Debbie Innes	Local Resident	djinnes@ns.sympatico.ca	(902) 798-3945
Kerry Keddy	Chester Municipal Chamber of Commerce	chesterns@gmail.com	(902) 273-2169
Janis Kinnie	Cottage Owner	janis.kinnie@gmail.com	(902) 423-7555
Judith O'Leary	Cottage Owner	Judith.Oleary@nspower.ca	(902) 428-6142/476-6266
Buzz Smith	Local Resident	saxon1@ns.sympatico.ca	(902) 275-5390
Ben Wiper	Chester Municipal Chamber of Commerce	ben.wiper@nerdsonsite.com	(902) 980-0989
Eric Christmas	Mi'kmaq Rights Initiative	ericchristmas@mikmaqrights.com	
Debbie Reeves	Local Resident	billanddeb@ns.sympatico.ca	(902) 689-2697
Bob Hutt	Local Resident	rbhutt@eastlink.ca	(902) 689-2020
Merlin Gates	Local Resident	saga@ns.sympatico.ca	(902) 689-2825
George Robson	Local Resident	norman_g_robson@yahoo.com	(902) 798-3592
Dave Campbell	Local Resident, Maritime Parklands	Dave.campbell@ns.sympatico.ca	(902) 689-2088
Tina Connors (ex-officio member)	MD Chester Councilor	tconnors@chester.ca	(902) 679-4461
Sharon Church-Cornelius (ex-officio member)	MD Chester Councilor	scornelius@chester.ca	(902) 275-2281
Rick Cecchetto	Oxford Frozen Foods	rick.cecchetto@tidnish.ca	(902) 447-2100 x2042
Stephanie Walsh	Nova Scotia Power	Stephanie.walsh@nspower.ca	(902) 428-6584
John Woods	Minas Basin Pulp and Power	john.woods@minasenergy.com	(902) 497-7346

A sub-committee for reviewing and discussing community project sponsorship includes the following members: Bob Hutt (Chair), Merlin Gates (Member), Kerry Keddy (Member), Megan Davies (Member), Debbie Reeves (Member), Janis Kinnie (Member).



Appendix A: Ground Rules for Meeting Process –as developed February 27, 2012

- Only one person is to speak at a time.
- The Chair monitors speakers.
- Meetings will start / end on time
- CLC will be open to all opinions of members
- Observers are allowed at meetings; comments and questions from the observers will be allowed, if time permits, once all comments and questions have been satisfied from the CLC first.