



Fundy Ocean Research Center for Energy

Community Liaison Committee (CLC)

TERMS OF REFERENCE (20/May/2014)

The Community Liaison Committee (CLC) is to be established as identified under Section 6.3 of the Provincial Terms and Conditions of the Environmental Assessment Approval for the Project.

Objectives

The Community Liaison Committee's key objectives are:

- To communicate to the broader community timely information on the Project as it proceeds during construction, implementation, operational and decommissioning phases.
- To act as a liaison between the local organizations and the community and FORCE and to provide a forum to discuss any issues, concerns and complaints related to the Project.
- To assist FORCE in identifying ways to resolve any local community issues or complaints.
- To provide FORCE with feedback on local communication approaches and events as deemed necessary.

The CLC may choose to establish additional terms of reference that address specific issues of interest to the community.

Membership

The Committee will consist of local stakeholders, including the general public, representatives of local government, fishers, Mi'kmaq of Nova Scotia, representatives from FORCE and technology developers. The maximum CLC membership will be 15 persons. However, the membership may invite special guests, observers or guest speakers to take part in CLC meetings and/or events.

Members for the CLC will be solicited via local advertising (eg. local newspaper ad, and posters) in the project area. If sufficient members or representation is not found through this approach, direct invitations will be made to local individuals that have previously identified an interest in the Project. A Mi'kmaq representative will be invited by contacting the Mi'kmaq Rights Initiative (KMK), representing the NS Mi'kmaq communities.

The Committee will have Community Co-chairs, representing the local community and stakeholders. The Community Co-chairs will serve two-year terms, having a staggered term, where each year one of the Community Co-chair seats will be selected by the Committee members at a meeting of the CLC. The Co-chairs will work together with the Secretary (FORCE representative) to plan meeting agendas, preside over meetings and coordinate any activities of the Committee.

FORCE is to be represented at all CLC meetings. As such, FORCE will provide a representative to support the Community Co-Chairs, acting as Secretary, managing the Committee, and fulfilling responsibilities for minutes, records and correspondence.

Membership on CLC does not constitute support or endorsement of FORCE, or the Fundy Tidal Energy Demonstration Project and associated Developer companies.

Committee members will participate on a voluntary basis, and they will only be reimbursed for reasonable expenses (i.e. mileage expenses) if they are not covered by their parent organization.

Membership of the CLC is to be reviewed at least every two (2) years, but will be an active matter of the CLC, and will be reviewed as needed. Any member who misses two (2) consecutive CLC meetings will be considered to have resigned their membership to the CLC.

Meetings

The normal distribution of information will be via email updates. However, regular meetings will be required and it is anticipated that the CLC will meet face to face twice per calendar year, and more often at the discretion of the Co-chairs.

Regular meetings will typically held in the Parrsboro area at a time convenient to the majority of CLC members. Meetings will convene at the FORCE Visitor Centre or another site deemed appropriate by the membership. Refreshments will be provided at CLC meetings by FORCE.

Documentation, Reporting and Administration

The Secretary for the CLC will be provided by FORCE, and will be responsible for the preparation and distribution of agendas and meeting minutes (action items/decisions), arrangement of conference calls and meetings, and logistics associated with the Committee's operations, in cooperation with the Community Co-chairs.

All meeting minutes, list of members and presentations at CLC meetings will be available on the FORCE website, and will be distributed to the Nova Scotia Government and other relevant stakeholder groups. The Meeting minutes will become part of the public record.

Any costs associated with CLC operations will be the responsibility of FORCE.