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1) How did you hear about this event? (i.e. got an email about this, heard from neighbour, municipal or county councillor, advertisement, website, social media, traditional media in paper or on radio):
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3) Please provide your comments or feedback on the Project:
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3) Please provide your comments or feedback on the Project:
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2) How helpful was the information you received? Please indicate by circling a number below:					
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3) Please provide your comments or feedback on the Project:					
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Foot print and will open your jobs four the surrounding community					
I think that the project will have a huge affect on our global foot print and will open new jobs four the surrounding community and will help a lot of people in the expressing years to come					



1) How did you hear about this event? (i.e. got an email about this, heard from neighbour, municipal or county councillor, advertisement, website, social media, traditional media in paper or on radio):
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CLC TERMS OF REFERENCE

DRAFT -Terms of Reference EverWind - Point Tupper Clean Energy Project Community Liaison Committee September 2022

1.0 Introduction

EverWind seeks to develop Nova Scotia's first green hydrogen/ammonia facility in Point Tupper, Nova Scotia.

The EverWind - Point Tupper Clean Energy Project Community Liaison Committee (CLC) will bring together community members, First Nations, economic development groups, local government representatives, and other key stakeholders to provide insight and guidance on community impacts and opportunities for the development of a Green Hydrogen and Green Ammonia production and distribution facility at Point Tupper.

2.0 Purpose and Structure

The Community Liaison Committee (CLC) is an advisory group that will provide a forum:

- to work in collaboration for the best interest of the broader community;
- to provide an opportunity for mutual exchange of information between community members, First Nations economic development groups, local government representatives, and other key stakeholders;
- where CLC members can raise issues of public concern, seek clarification and recommend actions;
- for EverWind to share information and seek input to address public concerns:
- for EverWind keep constituent groups actively informed regarding project plans, progress and activities; and,
- for CLC representatives to make suggestions on how to prioritize, enhance and communicate the project's socioeconomic benefits.

2.1 Membership

The CLC will typically include 10-12 community representatives, 2-3 from EverWind. Community representatives may include but are not limited to the following:

Town of Richmond
Town of Port Hawkesbury
Potlotek First Nation
Nova Scotia Community College
High School Education Representative
Accessibility Representative
Strait Area Chamber of Commerce
Eastern District Planning Commission
Cape Breton Partnership
Offshore Wind Task Force
Fishery Representative

2.2 Terms of Appointment

Participants represent a local government, First Nation, community organization, or other stakeholder group. Terms of appointment are for one year with opportunity to renew annually. Alternatively, where necessary, groups can nominate a new representative for a seat on the committee.

2.3 Officers

Chairperson and Co-chairperson

- The Committee will include a Chairperson and a Co-Chair.
- The Chairperson will be selected by the CLC, by secret ballot, with a maximum of two votes cast by EverWind.
- The term for the Chairperson will be one year with an option to be renewed or replaced with another representative of the CLC annually.
- The Co-Chairperson will be designated by EverWind

The Chairperson and/or Co-Chairperson shall:

- Prepare an agenda for the meeting in consultation with CLC members
- Call the meeting to order
- Confirm quorum is achieved 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 ensuring that any and all members are welcome to speak
- Ensure the meeting proceedings are carried in a way that is respectful to all parties
- Call for discussion to end, when appropriate.

Committee Secretary:

EverWind Fuels will appoint a Committee Secretary to support the committee.

The Secretary will:

- Provide and arrange meeting space
- Prepare and distribute copies of the agendas and meeting minutes
- Ensure final meeting minutes are submitted to EverWind representative and to the public via the project website.

2.4 Meetings

- The Community Liaison Committee will determine the frequency of meetings and set a meeting schedule.
- Meeting locations will be at the discretion of the CLC. In-person meetings are preferred however virtual meetings may be required at times. Efforts will be made to provide a virtual option for members who are not able to attend an in-person meeting.
- Meetings will be held during the evening on dates set in advance by the Committee
- Meetings will not exceed two hours.

- A quorum will consist of 50 percent plus one of the total numbers of CLC Members present, with a maximum of two EverWind employees counted toward the quorum
- The meeting agenda will be created with input from Committee members.
- Materials required for CLC meetings will be shared in advance.
- Meeting minutes will be a summary of discussion points, recommendations, and next steps. Minutes will identify a range of perspectives discussed but will not identify the individual who raised a particular topic.
- Minutes will be submitted to CLC members for review no later than three business days following the meeting. Members will have five business days to submit feedback.
- Meeting minutes will be published on the EverWind website no later than 14 business days following the meeting.

2.5 Role and Responsibilities

Guiding Principles for Respectful Conduct

Committee Members shall always conduct themselves in a respectful manner and in accordance with the rules as set out below:

- Only one person is permitted to speak at a time.
- The Chairperson monitors speakers and order to ensure equitable participation in discussions.
- Meetings will start and end on time, with a maximum duration of two hours.
- CLC will be open to respectful discussions and the meaningful consideration of perspectives of members.
- In special circumstances observers and invited guests may attend CLC meetings.
 Advance notice and agreement from a quorum of the CLC will be required prior to the participation of observers or invited guests

Responsibilities of EverWind

- EverWind is solely responsible for the development of the facility. It is therefore understood that the CLC has no responsibility or liability for development, commissioning, operations, or maintenance of the Project.
- EverWind will be responsible for all costs associated with the work of the CLC, such as
 costs for any meeting space, photocopying, publicity, and any other costs the Committee
 may incur to fulfil its mandate.
- EverWind Fuels will appoint a Committee Secretary to support the committee.
- EverWind will ensure representation at all meetings.

Responsibilities of Community Liaison Committee Members

- Community representative embers of the CLC are volunteers
- CLC members are responsible for representing the interests of the broader community including their specific area of representation.
- for expressing their perspectives and information from the community to the Project Development Team, and for sharing information with the community.
- The CLC is responsible for ensuring that community perspectives and inputs are brought forward through constructive dialogue aimed at mutual resolution.

- CLC is responsible for gaining an understanding of the aspects of the project that are relevant to the community.
- The mandate and membership of the Committee is to be reviewed on an annual basis.

Per-diem and participation costs

- A per-diem may be made to individuals/organizations on the CLC where appropriate
- Certain costs incurred by CLC members (ie: travel) will be covered with advance approval.

2.6 CLC Discussions

Discussions on matters will proceed as:

- The Chairperson will follow the agenda including topics to be discussed as agreed at the beginning of the meeting.
- The Chairperson 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.
- Prior to ending discussion on a matter, the Chairperson will go around the table and ask each person present if they have any remaining comments.

Discussions that are required on matters between scheduled meetings:

- The Chair or co-Chair will contact the CLC Members via email to determine if a topic requires an unscheduled meeting of the CLC to discuss.
- Otherwise, the discussion with the Chair or Co-Chair will constitute discussion on the topic.

2.6 Transparent Communications

The views and recommendations of the CLC will be made available to the public in an appropriate manner.

- Agendas and approved minutes will be available on the project website.
- Any formal communications from the Committee or any of its members to the community or any other party related to the discussions and/or operations of the committee should first be provided to the Chairperson and Co-Chair for discussion.
- Communications with the CLC Members will be primarily via email.
- Regrets for meetings should be sent 24 hrs. prior to a scheduled meeting. Regrets should be sent via email to the Chairperson and Co-Chairperson.

3.0 Duration of Committee

The Point Tupper Clean Energy Project Community Liaison Committee is expected to operate for the duration of the project. The terms of reference, frequency of meetings, and committee representation may be revised at different stages of the project.