

## Guidelines

### Wind Farm Community Liaison Committee

#### Purpose and Structure

The Community Liaison Committee (CLC) is an **advisory body** to the 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 have the following mandate:

- For consultation between the 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 Development Team is solely responsible for the development and commissioning of the 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 11 community members.
- Members of the Committee will normally be chosen from individuals or groups representing the geographic area closest to the Project. However, if there are specific groups who do not reside within the immediate area, the CLC may decide to select additional members. The geographical area for the CLC will be Ellershouse area and, if desired, representation from other areas within the Municipal District of West 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.
- 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: Ellershouse Post Office.
  - Postings will be within seven (7) days of the meeting occurring.
- The Development Team chooses a spokesperson as part of the communication strategy, as required.
  - Spokesperson shall be: Mary-Frances Lynch ([maryfrances.lynch@minasenergy.com](mailto: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 [maryfrances.lynch@minasenergy.com](mailto:maryfrances.lynch@minasenergy.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 October 30, 2013, 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.
- Decisions are generally made by consensus and more serious issues will not be decided upon unless a majority of members are in attendance.

## 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;
- 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

CLC membership as of October 30, 2013 includes:

Name	Affiliation
Shirley Banfield	Local Resident, Landowner
Dave Blanchard	Local Resident, Landowner
Weiner Brown	Local Resident, Business Owner
Myles Cornish	Local Resident
Yvonne Davison	Local Resident, Landowner
Greg McNeil	Local Resident
Dougie Ross	Local Resident, Snowmobile Association
Steve Sharpe	Local Resident, Landowner, Business Person

## **Appendix A: Ground Rules for Meeting Process –as developed October 30, 2013**

- 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.