

Terms of Reference

Approved January 10, 2023

Background

The Strait of Canso Offshore Wind Task Force (herein referenced as “the Task Force”) formed as a response to an identified opportunity in the offshore wind industry. The Task Force evolved into a volunteer-based, grassroots initiative with a diverse membership eager to learn, engage with regional stakeholders, and promote offshore wind development and research in the Strait Area.

The Task Force grew from the work of the Strait Area Working Group (an informal economic development group comprised of the Strait Area Chamber of Commerce, Nova Scotia Business Inc, the Atlantic Canada Opportunities Agency (ACOA), and the Cape Breton Partnership), which has a mandate to support development opportunities in the Strait of Canso region. As the opportunity and complexity of the offshore wind industry evolved, the Group recognized a need to expand to include municipal, industry, and other representatives to fully realize the opportunity along both the mainland and Cape Breton sides of the Strait.

The Strait Area Working Group has provided “The Strait” marketing collateral (brand, website, and prospectus) to be managed by the Cape Breton Partnership and is supportive of shared use of the marketing materials with the Task Force and other organizations that align with similar development goals.

Since its inception, the Task Force has represented the socioeconomic interests of the Strait Area in relation to offshore wind development. The Task Force has engaged with potential investors and developers of offshore wind in the Strait Area and will continue to participate in these discussions collaboratively. The Task Force has facilitated early engagement with potential partners, rural and Indigenous Communities; further, it has advocated for, and has participated in, engagement with federal and provincial governments in the development of regulations for the offshore wind industry in Nova Scotia.

Mandate

The mandate of the Task Force is to support responsible and inclusive development of the offshore wind industry in the Strait Area. The Task Force will advance this mandate through the following key strategic priorities:

1. **Promotion and Advocacy** for the growth and development of offshore wind, hydrogen, ammonia, and related commercial and industrial manufacturing. Promotion and

advocacy work will extend to the investment and development of supply chains for the industry, including port infrastructure and additional energy-production activities;

2. **Engagement** with local and regional First Nations, municipalities, individual communities, ocean users, community groups, and private enterprise to know and understand their hopes, concerns, and ideas with respect to offshore wind and related development;
3. **Education, Research, and Outreach** in partnership with other organizations to ensure engagement is meaningful and productive for the region and to advance innovative training and research programs and facilities; and
4. **Partnership Development** with all levels of governments, industries, and communities to ensure the growth and success of this new green economic development opportunity are inclusive and beneficial to existing residents and communities in the Strait region, as well as welcoming to newcomers, new businesses, and new investment opportunities.

Members

The membership of the Strait of Canso Offshore Wind Task Force is intentionally diverse. It is composed of representatives from municipalities (elected and staff), Indigenous Communities (elected and staff), local private sector companies, regional and international industry representatives, economic development agencies, provincial government MLAs and staff, industry associations, academic institutions, NGOs, consultants, and researchers.

Additional members are added on an ongoing basis to maximize the group's effectiveness and to leverage the talents of the Strait Area. Membership on the Strait of Canso Offshore Wind Task Force can be requested through the chair/co-chairs, who will bring the request forward to the Executive Committee. Members must represent a party relevant to the mandate of the Task Force or must be community members with a skill set that the Task Force requires. The Executive Committee will assess each membership request to ensure it aligns with the goals of the Task Force and will approve new members accordingly.

A member of the Executive will keep a list of all members and contact information.

Member Definitions

The Strait of Canso Offshore Wind Task Force has two types of members, which are defined below:

1. Voting Members are those who attend meetings regularly and who are prepared to participate in each meeting. A voting member must have attended 50% of the meetings in the past year; otherwise, they'll be considered an Information Member. Any organization can appoint multiple people to the Task Force to attend meetings, however only one person may vote from each organization.

- Information Members are those who support the objectives of the group but who are either unable to attend or choose not to attend regular monthly meetings. Information Members will continue to receive regular correspondence, including meeting agendas and minutes. Should an Information Member wish to become a Regular Member, they can do so by notifying any member of the Executive Committee to change their status and will need to have attended at least 50% of the meetings in the last year.

Executive Committee & Chairperson(s)

A chairperson, or co-chairs, will be nominated from the voting members and approved based on a majority opinion of the members present at the meeting. The term of the chairperson/co-chairs shall be at least one year, to be reaffirmed or changed in January of each year.

An Executive Committee of 5-10 members will be selected and approved by the membership to make timely operational decisions. The Executive Committee will include the chairperson/co-chairs and will broadly represent the groups involved. Offshore wind and clean fuels developers will be represented by an industry association/non-profit. Task Force members wishing to join the Executive Committee should contact the chairperson/co-chairs, who will add the appointment as an item to a regular meeting agenda for discussion and approval of the majority of members present at the meeting.

Any decisions made by the Executive Committee will be reported to the membership either by email or at a regular meeting. The Executive Committee will appoint a Secretary to record meetings and decisions of the Executive to be accurately reported back to the members.

Executive Committee members can be removed upon that member's request or based on consensus from all other Executive Committee members in such circumstances that the member has resigned, stopped attending meetings, or other extenuating circumstances.

Responsibilities and Duties

Members

The responsibilities of individual Task Force members are to work directly with the Executive Committee to advance the mandate of the Task Force. This will be done by:

- Participating in monthly group meetings,
- Informing the Executive Committee if they will miss a meeting,
- Responding to emails from the Executive Committee and Task Force members in a timely manner,
- Participating in meetings with potential developers and business partners to promote the Strait Area's competitive advantage as a hub for offshore wind development,

- Communicating regional needs to the federal and provincial government to ensure the Strait Area is well represented in the development of offshore wind regulations in Nova Scotia,
- Facilitating early engagement and educational outreach with potential partners, local communities, and Indigenous Communities,
- Collaborating with other regional groups to foster a united approach to offshore wind development in Nova Scotia,
- Creating brand awareness for the Task Force and promoting the work and mandate of the group,
- Consulting with the Executive Committee prior to meeting with external entities on behalf of the Task Force, and
- Voicing questions or concerns, as they arise, and to work with Task Force members to appropriately address them.

Executive Committee

The responsibilities of the Executive Committee are to make time-sensitive and strategic decisions to ensure the work of the Task Force continues without interruption or delay. The Executive Committee will consider the best interests of members when making decisions in between meetings of the full group. Additional responsibilities include:

- Representing the Task Force in public or private meetings that require a smaller delegation of members,
- Maintaining relationships with all levels of government,
- Declaring any potential conflicts of interest to ensure that the work of the Task Force remains non-partisan, objective, and equitable,
- Organizing visits with potential developers (as requested) who are interested in the Strait Area and selecting members to participate in these meetings,
- Creating guiding documents and being the primary point of contact for the Task Force,
- Keeping a current list of all members and their contact information, as well as ensuring that new members are added to the Task Force members' list and invited to monthly meetings,
- Approving the agenda for the upcoming meeting and ensuring that all follow-up actions items have been completed, and
- Chairing monthly meetings, taking minutes, and ensuring minutes and other relevant documentation is distributed to members.

Secretary

The Secretary will take minutes and provide them to the Executive Committee for review within 3 days of the meeting.

Chairperson (s)

The chairperson(s) will act as spokesperson for the Task Force.

The chairperson(s) will conduct meetings to ensure that participation is encouraged by all members. They will call meetings of the Executive Committee to deal with matters on a timely basis and ensure any decisions are communicated to the membership.

The chairperson(s) will work with the Secretary to ensure that minutes, relevant materials, and other ad hoc materials/information is distributed in a timely fashion.

Quorum

Quorum is defined as 50% of the Executive Committee (one of which will be a chair/co-chair or designate) plus 5 non-Executive voting members.

Authority and Accountability

The Task Force is an independent group that derives authorities and decision making from the majority of its members who are present at meetings. We believe in creating a safe space and in the empowerment of the membership - creating trust is a cornerstone of the organization. All decisions of the organization will be based on the Task Force's Mandate above.

Budget

The Cape Breton Partnership will be available to hold funds or apply for funding on behalf of the Task Force on an as-needed basis.

Term

The Task Force will operate until such a time that the members of the Task Force deem its mandate fulfilled or its purpose otherwise no longer required.

Meetings and Agendas

The Task Force will meet monthly via Microsoft Teams on the second Tuesday of each month from 2:00-3:00 pm, unless otherwise scheduled.

The Executive Committee will meet the first Friday of each month from 1:30-2:30pm (unless otherwise scheduled), but may also hold meetings more frequently for planning purposes. The Executive Committee will debrief immediately after the monthly Task Force meeting to identify action items and create the next meeting's agenda. The Executive Committee will provide the agenda for each meeting one week in advance of the monthly Task Force meeting. Ad hoc items will not be added during meetings unless they are urgent and agreed upon by the majority of

the group's members in attendance; items will be deferred to the next meeting. Meeting minutes will be distributed to members within one week of the meeting date.

Review of Terms of Reference

These Terms of Reference will be reviewed as necessary to ensure they align with the mandate of the Task Force. The Executive Committee will review the Task Force’s mandate annually by informally polling its members and determining if work should continue for another 1-year term or if the mandate has been achieved and the efforts of the Task Force will conclude.

Signatories

The following representatives are signatories to this Terms of Reference at the revision date noted above:

Government & Community

- Municipality of the County of Richmond
- Town of Port Hawkesbury
- Municipality of the District of Guysborough
- Town of Mulgrave

Indigenous Government & Community

- Potlotek First Nation
- Collaborative Environmental Planning Initiative (CEPI)
- Pitu'paq

Developers

- Bear Head Energy
- EverWind Fuels
- Charbone Hydrogen Corporation
- Blue Float
- Simply Blue Group
- Northland Power
- Marine Renewables Canada

Economic Development

- Cape Breton Partnership
- Atlantic Canada Opportunities Agency
- Strait Area Chamber of Commerce
- Invest Nova Scotia

Ocean Users

- Guysborough County Inshore Fishers Association

Business Community

- Halifax Biomedical
- Horizon Maritime
- DMDE Engineering Ltd.
- Port Hawkesbury Paper
- Superport Marine Services
- Atlantic Pilotage Authority
- Acadia Broadcasting | RoundTable
- Tupper Industrial Developments
- AEGIR Insights
- Strait of Canso Superport Corporation

Training & Research

- Nova Scotia Community College Marconi Campus
- Nova Scotia Community College Strait Area Campus / Nautical Institute