

## Cermaq Community Information and Advisory Committee Terms of Reference Fall 2019

Cermaq Canada is currently investigating the possibility of expanding operations into the Province of Nova Scotia, specifically in regions of Guysborough, Richmond, and Digby Counties.

Part of this investigation includes gauging social sentiment and determining whether our operations could add value to local communities and existing business and industry. In order to create an effective means of ongoing two-way communications, Cermaq Canada is proposing the establishment of Community Information and Advisory Committees in communities near where we are investigating expansion opportunities. ***Suggested communities in which to establish a committee include Guysborough/Canso, Arichat and Digby.***

### **Committee Purpose:**

The proposed Community Information Advisory Committee would be a way for Cermaq to listen and engage directly with the interested stakeholders and businesses in the local community. The committee would be established to serve as a method to begin and maintain two-way communication and develop a better sense of the communities where we are investigating potential expansion.

The goal of the committees is to identify community values, priorities and possible shared value – ways we could participate and contribute to the community in a meaningful way. It would also be important to identify concerns, offsets and ways in which Cermaq could provide benefits to the community.

### **Overarching Committee Objectives**

- To serve as a forum for open dialogue between Cermaq employees and the community;
- Create a direct communication channel between the community and Cermaq which allows for input, information sharing and open discussion;
- Learn more about the community, its priorities, its residents and its values and seek ways in which Cermaq contribute towards shared value;
- Look for offsets and ways in which Cermaq could create benefits or opportunities;
- Ensure timely and relevant information is shared with the community;
- Discover and investigate possible concerns, issues or impacts; and,
- Create a system to capture and collect information and feedback, which will be used as a formal record during our final decision making process.

### **Committee Scope and Accountability**

- Committee members will be asked to gather community feedback including potential concerns, impacts and opportunities and share that information at the committee table for discussion and recording.

- Members will be asked, on occasion, to share information back with the community if it is deemed appropriate.
- The committee is meant to be a two-way information conduit, ideally with members representing many different backgrounds, business interests and levels of awareness and support.
- The Cermaq team will use the information learned and collected during the meetings in the final decision making process in regards to whether or not Cermaq would move forward with applying for farm licenses.

## Membership

- Cermaq welcomes and invites community members who have an interest in the possible development of salmon farming to get involved.
- Membership opportunities for the committee will be advertised in local media, through the Hello Nova Scotia website ([www.HelloNovaScotia.ca](http://www.HelloNovaScotia.ca)), and Cermaq social media.
- All community members interested in participating in the committee will be asked to forward their expression of interest to Cermaq via email to Amy Jonsson ([amy.jonsson@cermaq.com](mailto:amy.jonsson@cermaq.com)).
- In order to ensure the committee remains functional and represents a broad scope of backgrounds, interests and views, Cermaq is hoping to create committees of approximately 15 members.
- Included in these 15 seats will be a Cermaq employee, and if possible, two representatives from the local municipality or other local elected leaders, as well as two seats reserved for local commercial fishermen and one technical seat.
- Cermaq encourages everyone to get involved in the process to ensure the committee is a true representation of the diverse community views, values and priorities. Committee members will be chosen based on this, to help ensure a diverse committee which is a true representation of the community.
- Participation on the committee will in no way be seen as support or as an endorsement of Cermaq or the proposed expansion.
- Participation in the committee is voluntary, although appropriate and reasonable expenses to conduct meetings will be reimbursed.

## Meeting Structure and Process

- Committee meetings will be facilitated and chaired by the attending Cermaq employee, but a committee Chair and Vice-Chair will be appointed by committee members.
- The Chair (or Vice-Chair) will be responsible for convening meetings, and ensuring that questions and concerns raised during and outside of the meetings are addressed and answered.
- The committee will meet on a monthly basis for a minimum of two hours, or as determined by the Chair and committee as a whole. The meeting times and dates will also be decided by the committee members.
- Meeting locations will be confirmed prior to the inaugural meeting.
- Agendas will be circulated one week in advance by the Cermaq employee on the committee.
- The Cermaq employee will also keep a record of the meeting and distribute the notes for review within one week of the meeting adjourning. Minutes will also be made available on [www.HelloNovaScotia.ca](http://www.HelloNovaScotia.ca).
- Committee members are able to comment and provide feedback on the minutes at any time.

- The committee format will be informal and is not required to follow the Roberts Rules of Order.

### **Committee Member Role and Responsibilities**

To ensure the meetings are as efficient and effective as possible, Cermaq asks that committee members:

- Review any pre-reads and the agenda in advance of the committee meeting and arrive ready to participate.
- Actively participate in the meetings.
- Bring information, concerns, impacts and questions from the community to each meeting, and take the resulting information or next steps back out to the community, if appropriate. We will never ask committee members to conduct any type of formal reporting back out to the community, engagement or other formal information sharing.
- Provide Cermaq with insight into the community, its values and concerns and provide advice on how Cermaq could potentially work or collaborate on these issues.

### **Cermaq Employee Role and Responsibilities**

- The Cermaq employee will be responsible for scheduling and facilitating all meetings.
- Prepare and provide committee members with the agenda in advance of the meeting as well as take notes and action items for distribution back to the committee.
- Provide the committee with relevant Cermaq information, updates, schedules and any planned work or next steps.
- Respond directly to questions or concerns received from committee members in a timely manner and reporting back to the committee on the outcome.
- Providing administrative support as required.