

TERMS OF REFERENCE FOR THE SOUTHWESTERN ONTARIO ISOTOPE COALITION

The Southwestern Ontario Isotope Coalition (SOIC) is a collaborative initiative among municipal, and indigenous communities and organizations in the region (Southwestern Ontario) to promote research, development, production, and growth across the isotope value chain. These Terms of Reference (ToR) provide a high-level outline of the structure of the SOIC and responsibilities of SOIC partners. The coalition will operate on a consensus and collaborative basis with the goal of advancing the overall interests of the region.

Establishment of SOIC Structure

- a. **Co-Chairs:** Four founding SOIC Co-Chairs have been established to advance the formation and advancement of this initiative. These Co-chairs will be re-evaluated on a consensus basis by the *Steering Committee* (outlined below) on an annual basis. Co-Chairs, and their respective organizations will assign a staff lead to support the *Working Group* (outlined below) on an in-kind basis. The four founding co-chairs are James Scongack (Bruce Power/CNIC), Mayor Boddy (City of Owen Sound), Jessica Linthorne (NII) and a place held for leadership from the Saugeen Ojibway Nation (SON). Co-Chairs are accountable to the Steering Committee. The next appointment of Co-Chairs will occur at the Q1 meeting of the SOIC in 2025. Appointments will be made annually at this time in the years to follow.
- b. **Steering Committee:** The Steering Committee consists of representatives from each Regional Collaborative Partner (outlined below), signed on with the SOIC. The Steering Committee oversees the SOIC's activities, guides planning and actions strategic initiatives. The Steering Committee will meet once per quarter each year.

The Steering Committee will approve the strategic direction of the SOIC and appoint the Co-Chairs on an annual basis using a consensus-based decision-making process. If a consensus cannot be reached a voting mechanism will be used to achieve a simple majority (1 vote per Regional Collaborative Partner organization).

Quorum – 50% plus one of the total SOIC membership – must be established for votes of the Steering Committee to take place.

- c. **Working Group:** The Working Group will include staff representatives from the Canadian Nuclear Isotope Council, the Nuclear Innovation Institute and the SOIC Co-Chairs (as appointed by the Steering Committee). This group will be responsible for securing funding and resources to support the operation of the SOIC, attract partners to the SOIC, and to advance a strategic workplan including planning events, executing action items, and other objectives as directed by the Steering Committee.

While the Working Group will meet regularly to provide oversight, day-to-day actions will be managed by the Nuclear Innovation Institute.

- d. **Initial Meeting:** The Steering Committee and Working Group will convene an initial meeting to discuss the Coalition's objectives, path forward, governance structure, and division of responsibilities.

The initial meeting of SOIC occurred on December 11th, 2023.

An outline of the SOIC structure is included as an Appendix to these Terms of Reference.

Governance:

- a. **Steering Committee:** The Steering Committee will be responsible for overseeing the SOIC's activities, decision-making, and coordination among the partners. The Steering Committee will meet quarterly to review progress, provide guidance, and make strategic decisions.
- b. **Chairperson:** The chairperson of the Steering Committee will rotate among the Co-Chairs on an agreed-upon basis, ensuring equitable participation and leadership.

Monitoring, Evaluation, and Reporting

The SOIC Working Group, with the support of staff at the Nuclear Innovation Institute, will undertake:

- a. **Progress Monitoring:** regularly monitor the progress of the coalition's activities, review outcomes, and address any challenges or issues that may arise. The Working Group will report findings of their monitoring to the Steering Committee on a quarterly basis.
- b. **Evaluation:** conduct periodic evaluations to assess the effectiveness and impact of its initiatives, identifying areas for improvement and making necessary adjustments. The results of these evaluations will be reported to the Steering Committee.
- c. **Reporting:** prepare regular reports on its activities, including research findings, project outcomes, collaborations, and economic impacts, to be shared with the Steering Committee, SOIC partners and relevant stakeholders.

Regional Collaborative Partners

Regional Collaborative partners may be defined as any organization that expresses their interest in joining the SOIC using the online partnership application form on the SOIC website. Eligible organizations include:

- **Municipal Entities:** All participating municipal entities within the Southwestern Ontario region can be designated as partners.

- **First Nations and Indigenous Communities:** Recognizing the significance of Indigenous knowledge and stewardship, First Nations, and Indigenous communities with an interest in isotope research, production, or applications.
- **Research Institutions:** Universities, colleges, and research institutes actively involved in isotope-related research, development, and education.
- **Industry Partners:** Companies and organizations involved in isotope-related industries, such as nuclear medicine, nuclear energy, radiopharmaceuticals, and environmental monitoring.
- **Non-Profit Organizations:** Non-profit organizations focusing on scientific research, environmental conservation, or healthcare advocacy.

Observers

Observer organizations refer to those organizations that may be occasionally invited to participate in SOIC meetings or projects. These organizations may include but are not limited to:

- **Government Agencies:** Relevant government agencies, regulatory bodies, or departments responsible for nuclear safety, health, or environmental protection can participate as observers, providing guidance, insights, and regulatory support.
- **Community Stakeholders:** Local community organizations, patient advocacy groups, and other stakeholders including individuals with an interest in the applications or impacts of isotopes can join as observers, contributing community perspectives and fostering dialogue.

Implementation and Collaboration

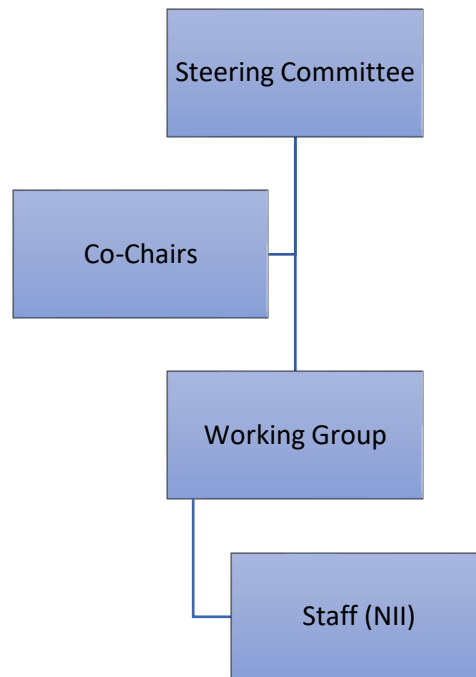
SOIC Regional Collaborative Partners commit to:

- Knowledge Sharing and Research:** actively participate in knowledge-sharing activities, research collaborations, and joint projects identified in work plans and projects.
- Resource Sharing:** sharing of in-kind facilities, equipment, and expertise among partners maximize efficiency and collaboration as applicable and based on capacity to do so.
- Economic Development and Collaboration:** exploring opportunities for economic growth, job creation, and technology transfer through partnerships between public and private sectors, with a focus on isotope-related industries.
- Public Engagement:** engage stakeholders, raise public awareness, and disseminate information about the benefits associated with isotopes.

Amendments:

Any amendments or modifications to these Terms of Reference shall be made in writing and require the mutual agreement of all Parties. Such amendments shall be considered integral parts of these Terms of Reference.

Appendix – Structure of the SOIC



- *Steering Committee – Comprised of all Regional Collaborative Partners*
 - Sets the overarching vision and objectives for the SOIC and elects the Co-Chairs on an annual basis.
- *Co-Chairs – Four (4) to be appointed annually by the Steering Committee*
 - Appointed by and accountable to the Steering committee. The Co-Chairs guide the work of the Working Group and SOIC staff based on the direction set by the Steering Committee.
- *Working Group – Comprised of CNIC & NII staff as well as the four (4) Co-Chairs and accompanying staff leads.*
 - Responsible for bi-weekly oversight of day-to-day activities of the SOIC.
- *Staff – Comprised of staff at the Nuclear Innovation Institute.*
 - Responsible for day-to-day management of SOIC activities and reporting to the Working Group.