

**Scotian Materials Limited**  
**Terms of Reference**  
**Goffs Quarry Community Liaison Committee (CLC)**

**Background**

Scotian Materials is committed to participating in the communities where we operate. As part of this commitment, Scotian Materials, in the capacity of the operation of the Goffs Quarry and other related activities, is establishing a Community Liaison Committee (CLC) to enable members of Scotian Materials to communicate openly with neighbors and elected officials on topics of interest within the community and growth plans for the region.

**Purpose**

The CLC is an advisory body which will provide:

- an on-going mechanism for communication between Scotian Materials and the community on the design, construction and operation of the project, and on any impacts or perceived impacts on the environment;
- a means for Scotian Materials to provide information to, consult with, and obtain advice from a body representative of the community; and
- a forum whereby the residents can bring any issue of public concern related to project activities to the attention of Scotian Materials.

**Membership**

A functioning CLC typically consists of 8 to 14 members of the local community and selected members of the Scotian Materials team. As much as practical, members will be drawn from a cross-section of key interests of the local community, such as nearby neighbors, representatives from the business community, municipal representatives and representatives from indigenous communities.

Members of the CLC will be solicited via local advertising, as well as by direct invitation to stakeholders who have shown an interest in the project. All CLC members will be appointed by Scotian Materials.

Participation will be on a voluntary basis. Any significant out of pocket expenses (gas) could be covered by Scotian Materials.

To ensure continuity, members will be asked to make a commitment to participate for a period of two years, after which new members can be solicited or existing members renewed.

In the event that a member of the committee has to be replaced, the CLC will review the applications for membership. The acceptance of new members will consider the following:

- Size of the existing committee
- Representation of the key interests in the community
- Special circumstances, such as area of expertise, involvement, etc.

Membership on the CLC does not constitute support or endorsement of the project plan and activities.

### **Meetings**

- The CLC will meet quarterly, or more or less frequently, as determined by the CLC and Scotian Materials.
- Meetings will be held in a location deemed mutually acceptable by Scotian Materials and the CLC, and based on availability.
- Meetings will be held in the evening at dates set by the committee and will not exceed two hours in duration.
- Scotian Materials will provide a secretary for the meetings and be responsible for all administrative tasks and responsibilities including the taking and distribution of minutes, agendas and reports.

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- Meeting minutes will be circulated to CLC members five business days following the meeting and members will have five business days to submit any corrections. Revised minutes will be re-circulated and the CLC members will have two days for further comment, otherwise, they will be considered approved.
- All approved meeting minutes will be posted on Scotian Materials' website (<http://www.scotianmaterials.info>) 12 days following the meeting.
- Meetings will not be open to the public but the committee may host public information meetings or invite speakers.
- Scotian Materials will provide a third party facilitator to act as Chair for the first meeting. The committee will then provide an opportunity for members of the committee to step forward as Chair. Selection of Chair via the membership will require a 2/3 majority of votes in order to be elected. The committee may also operate within a model where each member of the committee takes a turn as Chair. In the absence of an elected or rotating Chair in future meetings, Scotian Materials can provide a third party facilitator to host.
- During the first meeting of the CLC, dates will be selected for the next four quarterly meetings.
- The agenda for each meeting will be developed with input from committee members. Committee members will have up to five days prior to the meeting to submit items for the agenda. The secretary will distribute an agenda based on the submitted items. Scotian Materials may also add agenda items under the same terms. Should there be an abundance of items, the chair and Scotian Materials will jointly determine the content of the agenda. An agenda will be circulated to CLC members prior to a meeting.
- Scotian Materials will provide secretarial support. This role will include the drafting and distribution of minutes, notices of meetings, agenda preparation and meeting coordination, and logistics and support to the committee and chair.

### *Recommendations*

Where possible, recommendations from the committee will strive to be consensus-based. Otherwise majority and minority views will be recorded.

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### **CLC Members' Roles and Responsibilities**

- Provide input, guidance and discuss community views, issues and concerns with respect to the project plan and activities.
- Work collaboratively within the committee by providing practical advice and feedback to help avoid or minimize impacts from the project on the community and environment.
- Be prepared to consider a wide range of views, and work in a respectful way while positively addressing issues and concerns.
- Bring forward any issues of the community and report back to the community on activities.

### **Scotian Materials' Roles and Responsibilities**

- Create CLC and recruit members, provide meeting space and preparation and distribution of agendas and minutes.
- Provide timely, accurate information about the project, future plans, operations and activities, except information which is considered to be confidential for legal or business reasons.
- Consider CLC input in the development of community relations and communications, mitigation, contingency and monitoring plans.
- Respond in a timely manner to CLC members' questions and advice.

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