

**Terms of Reference  
Community Liaison Committee  
Scotian Materials Limited - Goffs Quarry**

October 19, 2015

**Purpose**

- To act as an advisory body to Scotian Materials by providing input on existing or potential concerns of the community with respect to the project plan and activities.
- To represent community interests by providing an avenue for the mutual exchange of information between Scotian Materials and the community with respect to any existing or potential environmental effects of the project or planned activities.

**Membership**

- The maximum CLC membership will be 10 members and include representatives of Scotian Materials (up to 2), Municipal Councillor (up to 1), representative of HIAA (up to 1), business representative from Aerotech Industrial Park (up to 1), property owner or resident in community near the project (up to 2), first nations (up to 1), and environmental or community group registered with NS registry of joint stocks (up to 2).
- 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.
- Membership terms are for two years after which new members can be solicited or existing members renewed.
- Members are expected to attend meetings and participate in a manner constructive and cooperative manner.
- Membership on the CLC does not constitute support or endorsement of the project plan and activities.

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- Membership is voluntary. No remuneration will be provided for participation, however, mileage expense will be reimbursed.

### **Mandate**

The CLC is an advisory body only and has no decision making authority. The CLC 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 the 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.

### **Meetings**

- The CLC will meet quarterly, or as determined by Scotian Materials and the CLC.
- Meetings will be held at Scotian Materials' office at 100 Venture Run, Suite 103, Dartmouth, NS.
- Meetings will be held in the evening at quarterly dates set by the committee and not exceed two hours in duration.
- Scotian Materials will provide a secretary for the meeting and be responsible for all administrative tasks and responsibilities including the taking and distribution of minutes, agendas and reports.
- 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-

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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's website ([scotianmaterials.ca](http://scotianmaterials.ca)) 10 days following the meeting.
- Meetings will not be open to the public.
- A Chair will be elected by the CLC members and be responsible for conducting the meeting.
- The Chair and Scotian Materials representative will jointly determine the content of the agenda and circulate to the CLC members prior to a meeting.

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

- Provide input, guidance, discussing community views, issues and concerns with respect to the project plan and activities.
- Work collaboratively with Scotian Materials 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.
- Changes to the membership, including acceptance of new members or removal of members, shall be decided in the sole discretion of Scotian Materials acting reasonably.

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

- Create CLC and solicit members, provide meeting space and preparation and distribution of agendas and minutes.

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- 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 mitigation, contingency, compensation and monitoring plans.
- Respond in a timely manner to CLC members' questions and advice.
- Scotian Materials will provide for routine administrative tasks associated with the activities of the committee, facsimile, notices, photocopying, meeting room bookings, and other similar expenses.

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