



# **Community Liaison Committee Organization Charter**

Wednesday, March 30, 2016

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# **1. Purpose of the Community Liaison Committee Charter**

This document outlines the purpose and terms of reference of the Community Liaison Committee (CLC) for the Scotian Materials proposed asphalt plant at Highway 103 west of Exit 5 ('The Project').

It forms the operational basis for the CLC regarding the operation and development of The Project, including the application for required Planning Strategy and Land-Use By-law amendments to operate an asphalt plant on the premises.

## **2. Purpose of the Community Liaison Committee**

The CLC will act as an advisory body to Scotian Materials by providing input on existing or potential concerns of the local community with respect to The Project plans and activities.

The CLC will 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's plans and activities.

The Community Liaison Committee will be facilitated by a neutral, independent facilitator. The cost of the facilitator will be borne by Scotian Materials.

## **3. Mandate**

The CLC is:

- an advisory body to Scotian Materials and provides input on matters regarding The Project's plans and activities, and on any potential or perceived community or environmental impacts;
- a forum for ongoing dialogue between Scotian Materials and the community representatives on the Committee for consideration of any issues of public interest; and
- a conduit for local residents to bring issues of public concern to Scotian Materials.

The main responsibilities of the CLC are to:

- act as a working group where the CLC can discuss issues, ideas, and concerns of the public;
- provide advice, critiques and suggestions for problem solving;
- provide a sense of the broader community reactions and concerns and how these might be addressed;

- provide a direct, face-to-face channel of communications between and among CLC members, residents, various community interest groups, property owners and Scotian Materials; and,
- identify and discuss potential issues, challenges and opportunities in a timely fashion, and assist in developing mechanisms to identify satisfactory outcomes.

## **4. Meeting Schedule and Attendance**

At first, the CLC will meet approximately every second week, for orientation and to discuss the application for The Project. This frequency will continue until the CLC members are satisfied with their understanding of the project and that they have received information that they request. The CLC will then review the frequency of meetings and establish a suitable schedule.

It is anticipated that after a decision has been made on The Project, the CLC will meet quarterly at regularly scheduled meetings, with other meetings scheduled as warranted.

Meeting times will be determined by the CLC, but are expected to be in the evenings of a weekday.

It is important that members try to attend all meetings to ensure consistency in the discussions. Members should advise the Independent Facilitator's Office if they anticipate experiencing difficulty in attending meetings.

## **5. Membership**

The membership of the CLC is based on the following principles:

- members are reflective of the local area;
- members represent stakeholders who may be, or might perceive that they may be, affected;
- members reflect the various interests and demographics within the study area; and,
- additional members can be added as other stakeholders are identified.

The CLC is intended to include a maximum of 12 representatives of the local community. The CLC may decide to appoint additional members beyond the prescribed maximum if it determines that the membership does not adequately reflect the guiding principles as outlined in this Charter.

Recruitment of CLC members will be conducted in a transparent fashion, including local advertising and invitation to stakeholders who have indicated an interest in the project. Recruitment will be managed by the Independent Facilitator, but Scotian Materials will make the appointment of members.

Members will serve for a term of 2 years, at which time they may be renewed or replaced with other stakeholder representatives.

## **6. Decision Making**

It is understood that the CLC is an advisory body, and is not responsible for making decisions regarding any aspect of The Project.

Participants in the CLC will have the opportunity for full and open discussions on specific issues of interest with regard to detailed design, development and operation of The Project. Where differences of opinion occur within the CLC regarding the operation of the committee or its recommendations, participants will make all reasonable efforts to achieve consensus. Where this is not possible, differences of opinion will be documented with a rationale and provided to Scotian Materials.

The CLC may determine to use simple majority voting as a method of moving forward or closing an issue.

Once a decision is made on an issue, it will not be subject to being reopened for further discussion and reconsideration, unless there is a substantial change in the situation surrounding the issue.

Any new member joining the CLC accepts all previous decisions made by the CLC and does not have a right to open up previous decisions for discussion and reconsideration unless there is a substantial change in the situation.

## **7. Disclosure and Transparency**

Members of the CLC must bring to the attention of the committee any personal or business interest they may have with respect to issues being discussed. A member will disclose if he or she or the member's family, business or employer has an opportunity to personally gain from a decision on an issue. The member will disclose the interest immediately upon discussion of the issue, and the independent facilitator will decide whether the member should be excluded from discussion, and how to proceed, taking into account the need for sector representation in the discussions.

## **8. Roles and Responsibilities**

The CLC reports its advice and recommendations to Scotian Materials through the Independent Facilitator. The following are the roles and responsibilities of each of these sectors.

### ***Community Liaison Committee Members (other than Scotian Materials)***

The CLC Members will:

- agree to the charter;
- advise the CLC of community perspectives relating to this project;
- provide advice and perspectives on proposals/reports tabled;
- help CLC operate effectively by offering suggestions and alternatives to issues, concerns and problems;
- for members who represent specific stakeholder organizations only, communicate CLC discussions back to their stakeholder organization and community;
- attempt to anticipate potential problems and offer options for resolving them;
- prepare for meetings in advance and consult with member's organizations if possible;
- attend meetings and participate in a respectful and constructive manner; and,
- declare any potential conflicts of interest.

Membership on the CLC does not constitute support or endorsement of Scotian Materials plans or operations.

There will be no remuneration for members of the CLC. Mileage to and from meetings will be reimbursed at the Provincial Kilometrage and Transportation Allowance Rate.

## ***Scotian Materials***

Scotian Materials will be a formal member of the CLC, and will participate in all meetings.

The role of Scotian Materials is to:

- agree to the Charter;
- ensure that the public is aware of the formation of the Committee including the list of Committee members;
- ensure that an Independent Facilitator is appointed to the CLC, and to pay the cost of the facilitation services;
- assist with identifying agenda items;
- keep CLC members up to date with study progress, through sound communications;
- listen carefully and respectfully to the advice and perspectives of CLC members. Where possible, incorporate advice in the project;

- help the CLC function effectively by providing information, and offering suggestions and alternatives to issues, concerns and problems being discussed;
- try to anticipate potential problems and advise the CLC;
- provide updates on project status;
- provide meeting space and refreshments; and,
- provide clear and straightforward information and answers where possible.

## ***Independent Facilitator***

The Independent Facilitator's role is to:

- agree to this Charter;
- remain neutral in all respects;
- provide study materials well in advance of CLC discussions;
- provide secretariat function, prepare agendas in consultation with CLC, and take care of all logistics;
- invite technical specialists and government agencies to the meetings when appropriate;
- facilitate the CLC meetings in an open and fair manner. Keep the sessions on time and on track;
- prepare and distribute draft and final meeting summaries;
- track action items arising from meetings and provide/assemble required technical documents/specialists relating to these action items; and,
- ensure that CLC results and minutes are communicated to the broader public.

The Independent Facilitator will be:

*Ken Donnelly, President  
Beyond Attitude Consulting Inc.*

*3650 Hammonds Plains Road  
Unit 14, Suite 371  
Upper Tantallon, NS B3Z 4R3*

*T: 902-482-4575  
Email: ken@beyondattitude.com*

## **9. Meeting Management, Agendas and Reporting**

Meeting locations will be within the communities in the vicinity of The Project.

The Facilitator will develop agendas, and coordinate accompanying materials. Materials will be sent out in advance of meetings. Agenda will be circulated 5 days before the meeting, and draft minutes will be circulated within 5 days of the meeting taking place. A review period of 5 days will allow for submissions of required changes to the minutes. A final draft will then be circulated, which will be considered approved after 2 days should no further corrections be requested.

Committee agendas and minutes will be made available to the public by posting to the Scotian Materials website.

Delegations wishing to make representation to the committee must request to do so through the Facilitator's office.

The Facilitator will prepare draft and final reports from CLC meetings.

## **10. Advisors and Experts**

The CLC may request advice from additional advisors and experts on certain issues. Consideration will be given to these requests, and subject to budget considerations and relevance to the project. Additionally, representatives of approval agencies and the municipality may be requested to attend one or more meetings to discuss aspects of their approvals.

## **11. Liability**

The Community Liaison Committee provides a link between the people who live, work and play in the local area, and Scotian Materials, which is responsible for design, constructing and operation of The Project.

The CLC is not a decision-making body, but instead will represent the interests of the community to Scotian Materials. The Community Liaison Committee members will therefore not have any liability in any manner for any aspect of The Project.