

Terms of Reference

Formation and Operation of Community Liaison Committee

Highway 102 Aerotech Connector Road Project

1. Introduction

In January 2021, the Nova Scotia Department of Transportation and Active Transit (NSTAT) received approval of the environmental assessment for the Highway 102 Aerotech Connector Road Project. As per condition 11.3 of the *Terms and Conditions for Environmental Assessment Approval*, a Community Liaison Committee (CLC, the Committee) shall be formed:

Prior to commencement of the Project, the Approval Holder shall develop and implement a plan for the formation and operation of a Community Liaison Committee (CLC) including terms of reference, which meets the Department's Guide for the Formation and Operation of a Community Liaison Committee. The plan shall be implemented once deemed acceptable by the Department and the Approval Holder shall operate the CLC for the duration of the Project or until released in writing by the Department.

This document presents the proposed Terms of Reference for formation and operation of the CLC for submission to NSE to meet the above condition.

2. Purpose of the Community Liaison Committee

The purpose of the CLC is to act as an advisory committee to NSTAT. The CLC will represent community interests and communicate concerns about the project and associated activities to NSTAT.

The Committee will provide an avenue for efficient communication with stakeholders and prevent conflicts from escalating, whether the concerns relate to environmental, social or quality of life issues.

3. Terms of Reference

The Terms of Reference addresses three primary aspects of the formation and operation of the Committee: mandate, membership and meetings. CLC objectives, mandate and membership composition should be reviewed annually by its members with NSTAT consenting to any change in the composition of the CLC.

3.1. Mandate

The mandate of the Committee is to provide ongoing communications through regular meetings as well as establishing a forum (e.g., email list) for sharing of timely information. This preventative approach will limit and manage potential conflicts and mitigate any adverse effects of construction and operations. NSTAT will openly accept and consider comments and concerns expressed by stakeholders and strive to provide any requested information. The mandate of the CLC will be provide:

- an on-going mechanism for communication between NSTAT and the community on the design, construction and operations of a project, and on any impacts or perceived impacts on the environment;
- a means for NSTAT 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 issues of public concern related to the Project.

3.2. Membership

NSTAT will invite stakeholders to participate in the CLC to facilitate communications about the construction and operations activities and provide a forum for feedback (i.e., comments and concerns) on a regular basis.

The Committee could include representatives of stakeholder groups such as local residents, business owners, Collin’s Park Watershed Advisory Committee, and recreational users of the area. Membership will be reviewed and renewed every 2 years. Table 3-1 provides a listing of suggested membership:

Table 3-1 Suggested CLC Membership

Stakeholder	Number of Representatives
NS Department of Transportation and Active Transit	2 members
Collin’s Park Watershed Advisory Committee	1 member
Halifax Regional Municipality (District 1 Councillor)	1 member
Halifax Water	1 member
Shubenacadie Watershed Environmental Protection Society (SWEPS)	1 member
First Nations (Sipekne’katik and/or Millbrook)	1-2 members
Local Resident	1 member
Local Business	1 member
TOTAL	9-10 members

NSTAT will assign a staff person responsible for coordinating the Committee, receiving information from stakeholders, for sharing information received internally with the responsible parties and ensuring follow-up.

The roles and responsibilities of the Committee may include:

- providing input, guidance, discussing community views, issues and concerns with respect to the project plan and activities.
- The CLC members should work collaboratively with NSTAT by providing practical advice and feedback to help avoid or minimize impacts from the project on the community and environment. The CLC will act only in an advisory manner to NSTAT.
- CLC members should be prepared to consider a range of views, and work in a respectful way while positively addressing issues and concerns.
- The specific project elements to be reviewed and commented upon by the CLC may include, but are not limited to :
 - environmental protection plans, including monitoring, survey, mitigation, contingency and compensation plans;
 - dispute resolution policies and/or complaint response procedures;
 - reclamation plans;

- operational hours/schedules;
 - noise, dust and visual impacts; and,
 - transportation.
- CLC members may be requested by NSE to review and provide comment on an application by NSTAT for an approval, or renewal of an approval related to the project.

The roles and responsibilities of NSTAT may include:

- Soliciting membership for the CLC. This may be done through notice in newspapers or in other public venues, or by direct contact with potential members. Notice of the CLC formation and members must be made known to the residents of the affected area by NSTAT.
- For a successful CLC, NSTAT should attend all CLC meetings.
- NSTAT may decide to select a chairperson, or another process may be used to appoint a chair such as an election by CLC members. The appointment of co-chairs, or the selection of an impartial third party is also an option.
- NSTAT is responsible for the provision of meeting space (virtually or in-person), copying of minutes (copies to be sent to regulatory agencies when requested) and annual reporting.
- NSTAT is encouraged to provide timely, accurate information about the project, future plans, operations and activities.
- NSTAT should consider CLC input in the development of mitigation, contingency, compensation and monitoring plans for the undertaking.
- NSTAT should provide all relevant project related information requested by the CLC, except for information which is considered to be confidential for legal or business reasons. NSTAT should ensure that the views of the CLC are made available to the public in an appropriate manner.

3.3. Meetings

In agreement with the Committee, NSTAT will establish the desired meeting schedule and systems for communications with identified contacts for the Committee and stakeholders. The Committee will meet bi-annually, at a minimum. The frequency of meetings will be confirmed by the CLC members, in consultation with NSTAT. The dates for the meetings will be set at the beginning of the calendar year. Records of CLC meetings and outcomes should be kept by the Committee for the life of the CLC.

3.4. Dissolution

A CLC may be dissolved or declared inactive under the following circumstances:

- Members of the committee and the proponent agree that the requirement for a committee no longer exists;
- The project becomes inactive (put on hold); and
- Where the committee has been formed as a requirement of an Approval, and written consent from Nova Scotia Environment has been received.