

## Terms of Reference – Alton Community Liaison Committee

1. Abbreviations – ‘Community Liaison Committee’ is CLC.

2. Background

These Terms of Reference for the Alton CLC follow the Nova Scotia Department of the Environment’s [Guide for the Formation and Operation of a Community Liaison Committee](#).

3. Purpose

To act as an advisory body to the Alton Natural Gas Storage Project made up of local representatives by providing input on existing or potential concerns of the community with respect to the project plan and activities;

and,

To represent community interest by providing an avenue for the mutual exchange of information between Alton and the community with respect to any existing or potential environmental effects of the project plan and activities.

4. Mandate

- Serve as a forum for the community to build understanding, make suggestions and identify concerns regarding Alton Natural Gas Storage’s operations
- Guide and assist Alton Natural Gas Storage in its community outreach activities
- Provide feedback from the community on issues of concern or suggestions for improvement
- Engage in a regular dialogue to prevent confusion or misunderstandings, and to recommend options to resolving concerns if they arise
- Work collaboratively by providing practical advice and feedback to help avoid or minimize project impacts on the community and environment.
- CLC members should be prepared to consider a range of views, and work in a respectful way while positively addressing issues and concerns.

5. Membership

a. Members

- i. Members of the Alton CLC will be invited to participate and may include representatives of local government, landowners, business, community members and Aboriginal representatives.
- ii. Members will include representatives of the Alton project.

- b. One member shall be named the Secretary of the CLC with that person responsible for notifying members of meetings, chairing meetings, distributing agendas, minutes and other materials as required.
- c. Term of participation
  - i. Each member may serve for up to five years. A term may be extended or reduced.
  - ii. Membership terms will be staggered such that there is continuity on the CLC from year to year.

## 6. Meeting Frequency

Meetings are held at least quarterly, and more frequently as required.

## 7. Meeting Organization

Meetings follow Robert's Rules of Order.

Materials for discussion will be provided to CLC members in advance of meetings where possible. Other information materials may be provided to CLC members at the meetings.

The purpose, mandate and membership of the CLC shall be reviewed annually by the members.

## 8. Minutes

Minutes of meetings will be summarized and posted on the Alton website, [www.altonnaturalgasstorage.ca](http://www.altonnaturalgasstorage.ca)

Dated: April 4, 2017