



Terms of Reference
Spaceport Nova Scotia Community Liaison Committee

Updated: May 2021

1.0 INTRODUCTION

Maritime Launch is in the process of developing a commercial orbital spaceport near the communities of Canso, Hazel Hill and Little Dover. The Community Liaison Committee (CLC) is responsible, on behalf of the community, for receiving community views and sharing information with the community. The CLC is responsible to Maritime Launch in ensuring these inputs are brought forward through constructive dialogue aimed at ensuring accurate communication about the Spaceport and resolving any matters that may arise. The CLC is responsible for gaining an understanding of the aspects of the Spaceport that are relevant to the public and the community. The CLC shall ensure that the perspectives and information from the Committee are made available to the public in an appropriate manner.

2.0 PURPOSE AND STRUCTURE

The CLC is an advisory body to Spaceport Nova Scotia.

The CLC shall:

- Provide information on matters regarding the development of the Spaceport that may have or is perceived to have public impacts.
- Provide a mechanism for the exchange of information on the Spaceport to the community's interested individuals and other interested parties.
- Act as a vehicle to seek and provide accurate information to promote common understanding on, and resolution of matters of public interest.
- Meet on a regular basis, as determined by the CLC.
- Ask questions and offer advice about the Spaceport.
- Keep constituent organizations abreast of Spaceport plans, progress, and activities.
- Make Maritime Launch representatives aware of questions or inputs coming from constituent organizations.
- Convey community perspectives and information from to Maritime Launch representatives;
- Offer Maritime Launch representative's suggestions on how to enhance and communicate the project's benefits (i.e., socio-economic);
- Have access to technical experts involved in the project through, and with the agreement of Maritime Launch.

2.1 COMMITTEE MEMBERSHIP AND STRUCTURE

The CLC will comprise 8 to 12 participants that are representatives of the local community. The committee will include one chairperson and one co-chairperson. One of the chair positions will be held by a Maritime Launch representative and the other chairperson will be selected by the CLC. The term for the community chairperson will be one year with an option for re-election.

2.2 TERMS OF APPOINTMENT

The term of each participant is to be two years. The CLC will invite nominations from the community for new members and after review of nominations will vote on the nomination of members. Dependent on level of community interest, the CLC may want to consider a mandatory turnover of a third of the previous membership after one year.

2.3 ROLES AND RESPONSIBILITIES

- Maritime Launch is solely responsible for the development and commissioning of Spaceport Nova Scotia. The CLC has no responsibility or liability for development, commissioning, operations, or maintenance of the Spaceport
- The Committee size should be kept to a manageable size, no greater than 12 voting members. The members are comprised of one (1) Maritime Launch Representative and eleven (11) community members.
- Members of the Committee will normally be chosen from individuals or groups representing the geographic area, which may be impacted by the Spaceport.
- Members of the CLC are volunteers and do not receive any remuneration.
- Maritime Launch representative(s) will attend all CLC meetings.
- Maritime Launch will be responsible for all costs associated with the work of the CLC, such as cost for any meeting space, photocopying, publicity, and any other costs the Committee may incur to fulfill its mandate.
- The CLC is responsible to the community for expressing their perspectives and information from the community to Maritime Launch, and for sharing information with the community.
- The CLC is responsible for ensuring that community perspectives and inputs are brought forward through constructive dialogue aimed at mutual resolution.
- The CLC is responsible for gaining an understanding of the aspects of the Spaceport that are relevant to the public and the community.
- The CLC may at times strike a sub-committee to focus more specifically on a particular item or items.
- Sub-committees report to the CLC and will provide reports on progress at each CLC meeting. The creation and dissolution of a sub-committee will be decided by majority vote of the CLC.
- The CLC shall ensure that the views of the Committee are made available to the public in an appropriate manner.
- Agendas and approved minutes will be available on the Maritime Launch website.
- Any formal communications from the Committee or any of its members to the community or any other party should first be provided to the committee or the CLC Spokesperson for discussion.
 - The CLC chooses a spokesperson as part of the communication strategy, as required.

- Communications with the CLC Members will be primarily via email. Regrets for meetings to be received 24 hrs prior to meetings, via email or phone call to the Chair or the Maritime Launch representative.
- Committee Members shall conduct themselves in a respectful manner at all times and in accordance with the rules as set out below:
 - Only one person is to speak at a time.
 - The Chair monitors speakers and order.
 - Meetings will start / end on time
 - CLC will be open to all opinions of members
 - Observers are welcome to attend CLC meetings; comments and questions from the observers will be considered, as time permits, once all comments and questions have been satisfied from the CLC first.
- No committee member will be required to provide information, which is of a personal, confidential or proprietary nature, other than name, affiliation, phone number and email.
- The mandate and membership of the Committee is to be reviewed on an annual basis.
- The Committee shall establish a schedule of meetings.
- A quorum will consist of a majority number of 50 percent plus one of the total of CLC Members present

2.4 OFFICERS

Chair/Co-Chair: The selection of the community chairperson is the responsibility of the CLC.

The Chair and Co-Chair shall:

- Prepare an agenda for the meeting in consultation with the CLC;
- Call the meeting to order;
- Confirm quorum is achieved at the beginning of each meeting;
- Ask for the minutes of the last meeting to be read;
- Call for discussion and vote for minutes of last meeting to be accepted;
- Call for any new items to be added to the agenda;
- Facilitate the rest of the meeting following agenda items;
- During the meeting, monitor speakers so that only one person is speaking at a time and that ensuring that any and all members are welcome to speak
- Ensure the meeting proceedings are carried in a way that is respectful to all parties; and
- Call for discussion to end and a vote to be made, when appropriate.

Committee Secretary: The selection of the Secretary is the responsibility of the CLC.

The Secretary shall:

- Provide and arrange meeting space; and
- Prepare and distribute copies of the agendas and meeting minutes.

3.0 DECISION MAKING

Decisions on matters will be made as follows:

- The Chair will end discussion on a topic, after it is felt that an appropriate amount of time has been spent on the subject or the time allotted for the topic has come to an end.
- The Chair will go around the table and ask each person present if there is any last thing they would like to add to the discussion.
- Each person will have the option of a final say.
- A decision will be carried with a majority vote of the quorum, private ballot voting will be considered as deemed necessary.
- The Maritime Launch representative will hold the privilege for a veto vote, if required.

For decisions that are required on matters between scheduled meetings:

- The Chair or co-Chair will contact the CLC Members via phone or email (as appropriate) to determine if a topic requires an unscheduled meeting of the CLC to discuss, based on the majority of people seeking discussion.
- Otherwise, the discussion with the Chair or co-Chair will constitute discussion on the topic.

4.0 COMMITTEE DISSOLUTION

As per Condition 9.4 of the Terms and Conditions for Environmental Assessment Approval for the Spaceport (June 2019) Maritime Launch will operate the CLC for the duration of the Spaceport or until released in writing by the Department of Environment.