

Public Consultation Protocol

A Best Practices Guide for Communicating with the Public on Development of Pits
or Quarries of Less Than Four Hectares

Developed by the Nova Scotia Road Builders Association

2015

Introduction

The following protocol is the suggested minimum effort that members of the NSRBA should follow when dealing with the Public in the development of pits or quarries, which result in a total footprint of less than four hectares within the Province of Nova Scotia. This would represent the vast majority of these type of entities within this Province. Proponents may well wish to exceed these Best Practices depending on the circumstances involved with a particular property. While these types of pits or quarries are well regulated and overseen by the Province, there are no currently defined guidelines for consultation with nearby landowners. The membership of the Nova Scotia Road Builders Association (NSRBA) has chosen to proactively take the following approach to help fill that void. This is consistent with the responsible approach to good environmental practices that NSRBA members have been following for many years. The steps outlined below can best be summarized as local notification and feedback. Additional information on the NSRBA can be found at www.nsrba.ca.

Actions

At the earliest stage possible the proponent will notify, by way of mail out or mail drop, all landowners within a one-kilometer distance for quarries, ½ kilometer for pits, from the planned disturbed footprint of the development. Additional consideration should be given for residents along transport routes if these are routes with limited existing truck traffic. Refer to Tool Kit – Notifications. The Notification should include the following information (as applicable to a particular site):

- Name of Proponent
- Proposed disturbed footprint
- Transport routes for product leaving site and trucks entering site (if different).
- Property Identifier Number(s)
- Anticipated Hours of Operations
- Estimated Days per year of operation (if seasonal, the typical range, if known)
- Types of products
- Expected lifespan of operation
- Anticipated blasting frequency

Local landowners shall be provided the opportunity to communicate feedback associated with the development. Feedback forms will be provided with the Notification or as a follow-up mail out or mail drop. A return address will be provided for the forms to be mailed/faxed to or a web based approach can be used with feedback forms being available at a website and a submission option on that website. Feedback can also be sent via e-mail to an email address that is provided. Proponents are encouraged to have both the hard copy mail-in and digital options available for feedback.

A commitment is given to gather the feedback and provide a feedback summary (number of respondents from the mail-out/mail drop list expressed as a percentage and totals, issues raised, ways that issues are being addressed by the proponent) and sent back to all persons and organizations that were sent the original Notification as well as Nova Scotia Environment.

The Notification should also be provided to the local offices of Nova Scotia Environment and Nova Scotia Natural Resources, as well as elected officials at the Municipal and Provincial level that represent that area. If in close proximity, the nearest Band Council office as well. Current N.S. Legislation requires a public notice be advertised in a local and regional newspapers and this will continue.

Tool Kit – Notifications

Property and Landowner Information - NS Property Online link (fee for use) -
<http://www.novascotia.ca/sns/access/land.asp>

Band Council and Mi'kmaq Information link–
<http://www.novascotia.ca/abor/aboriginal-people/>

Nova Scotia Environment Regional Offices link -
<http://www.novascotia.ca/nse/dept/division.compliance.asp>

Nova Scotia Natural Resources Regional Offices link-
<https://novascotia.ca/natr/staffdir/offices.asp>

Elected Officials – Municipal – see table attached

Elected Officials – Provincial link-
<http://nslegislature.ca/index.php/people/members/sort/name/>

Although NSRBA members are not the only developers of pits and quarries, smaller than four hectares, in Nova Scotia, this guide is intended to assist NSRBA members, and anyone who chooses to follow it, to improve their communication and the relationship with their local community.

Notification Feedback Form – Pits or Quarries of Less Than Four Hectares

Proponent: _____

Project: _____

Contact person: _____

Feedback: You are encouraged to use this form and attach additional feedback if you wish.

Send Options:

1. Email – provide proponent or alternate e-mail address
2. Fax – provide proponent or alternate number
3. Mail – provide proponent or alternate address

Note: **Insert company name here**.....intends to provide a Feedback Summary (number of respondents from the mail-out/mail drop list expressed as a percentage and totals, issues raised, ways that issues are being addressed by **...insert proponent here**) and sent back to all persons that were sent the original Notification.

Preferred Method for Receiving Feedback Summary:

1. E-mail – please provide address
2. Mail – please provide address
3. Other – Please provide information

I wish to opt out of receiving the Feedback Summary