

2024 Commercial Travel Activity (ComTRAC-NS) Survey Consent Form

Dear Survey Participant,

You are invited to participate in the 2024 Commercial Travel Activity- Nova Scotia (ComTRAC-NS) Survey, a Climate Action and Awareness Fund (CAAF) research project conducted by Dalhousie University Transportation Collaboratory (DalTRAC). Through the survey, we want to understand how the delivery of goods and services affects your business and contributes to traffic in Nova Scotia. Information provided by you and other businesses will assist us in evaluating commercial vehicle trips across Nova Scotia, helping to plan future investments in transportation infrastructure and services.

DalTRAC is a multi-disciplinary research facility dedicated to the advancement of transportation engineering and planning research and practice. The research unit aims to contribute to transportation studies, planning, and analysis at local, regional and national levels. DalTRAC is partnering with Halifax Regional Municipality (HRM) and the Joint Regional Transportation Agency (JRTA), a provincial Crown corporation responsible for long-term regional transportation planning. The information provided will also support their work, which you can learn more about here: jrta.ca.

This survey is open to individuals (manager/supervisor/owner) representing a business in Nova Scotia. Completing the survey will take approximately 20-25 minutes and the respondent will be eligible to enter a draw to win a \$200 VISA gift card or one of ten \$50 VISA gift cards. We anticipate approximately 6,000 participants in this study. The survey is conducted online, and an internet connection is required to participate.

Protecting your privacy is critical to the success of this survey. All information collected will be kept strictly confidential, stored in a secured server, and used to produce statistical summaries only. Any directly identifying information (name, address) will be stripped at the beginning of data processing and replaced by anonymous codes. DalTRAC researchers will have access to the datasets for use in research projects and to help inform transportation planning decisions.

Participation in the survey is **entirely voluntary**. There is no direct personal benefit to the survey participants. The risks associated with this research are minimal, with no direct risk to participants. Respondents will be able to withdraw from the survey at any time until final submission. You are welcome to refuse answering questions if you no longer want to participate. Incomplete surveys will not be used for further analysis. After submitting the survey, you will have the option to withdraw your data within two weeks (please contact DalTRAC Project Coordinator-Email: daltrac@dal.ca). If you withdraw from the survey, you will still be eligible to receive entry into the draw. The anonymized dataset will be kept for 10-25 years, depending on research needs.

The final survey report will be available on the DalTRAC website by summer 2025: <https://www.dal.ca/sites/daltrac.html>. Additionally, we will be disseminating our results at the CART Showcase 2026 event.

If you have any questions or need assistance completing the survey, please contact the DalTRAC Project Coordinator (Email: daltrac@dal.ca; Phone: 902-494-1955). If you would like to learn more about the survey, please visit <https://www.cartnetwork.org/comtrac>. Thank you very much for your time and participation.

Sincerely,

Ahsan Habib, Ph.D.

Professor and Director

Dalhousie Transportation Collaboratory (DalTRAC)

School of Planning, and Department of Civil and Resource Engineering (cross), Dalhousie University

5410 Spring Garden Road, P.O. Box 15000, Halifax, NS, B3H 4R2

IF YOU HAVE READ THIS LETTER AND AGREED TO PARTICIPATE IN THE SURVEY, PLEASE PROCEED WITH THE SURVEY

- Yes, I would like to participate.
- No, I would not like to participate.

If you have any difficulties with or wish to voice concern about any aspect of your participation in this study, you may contact Catherine Connors, Director, Research Ethics, Dalhousie University at 902-494-1462, or ethics@dal.ca.