

# Public Liaison Committee Terms of Reference

**Astoria Organic Matters Canada LP**

## Public Liaison Committee

### TERMS OF REFERENCE

#### 1. BACKGROUND

Under the Terms and Conditions of the amended ECA Number 0031-7UTRSS a Public Liaison Committee (PLC, Committee) is to be established to serve as a forum for dissemination, consultation, review and exchange of information regarding the operation of the Site, including environmental monitoring, maintenance, complaint resolution, and new approvals or amendments to existing approvals related to the operation of this Site as well as addressing public education.

In the following Terms of Reference the establishment and operation of a Public Liaison Committee (PLC) is governed so that it can advise the owners and operators on the operation of the Astoria Organic Matters Canada Facility (facility, Site) located at 704 Phillipston Road, Belleville, ON.

Although the establishment and operation of the PLC is a requirement under the Terms and Conditions of the amended ECA, Astoria is glad to have this structured contact to the community and looks forward to a positive and constructive relationship with the general public and with the owners and tenants of properties located in the vicinity of the facility.

#### 2. NAME OF COMMITTEE

The PLC shall be named the "Astoria Organic Matters Liaison Committee (AOMLC)".

#### 3. MEMBERSHIP

##### 3.1. Composition of PLC

Representatives from the following shall be invited to become representatives on the PLC:

- (a) The Corporation of the City of Belleville;
- (b) home and business owners within 2,000 metres of the Site;
- (c) one (1) staff member in a management position from the Companies; and
- (d) any interested Non-governmental Organizations (NGOs);

PLC seats, each with one vote, shall be available on the following basis:

Two (2) seats for representatives of the Corporation of the City of Belleville, Solid Waste Operations Branch or Public Works Branch.

Three (3) home and business owners within 2,000 metres of the Site

Two (2) seats for staff members from the Companies; and

Two (2) seats for any interested NGOs

Representatives will be invited to apply to become representatives via the internet page of the owner ([www.astoriaorganics.com](http://www.astoriaorganics.com)). Where the number of interested participants is greater than the above stated targets, a review of applications will be completed by the owner and interviews held with applicants. The interviews will all follow the same standard structure so that the commitment to the community, time availability and a constructive attitude towards finding solutions can be assessed. If there are insufficient interested individuals from one category, the owners may choose to offer an opportunity to other interested applicants to fill the seats in the PLC. After the first year of office, it is the duty of the PLC to interview and select future committee members.

##### 3.2. Voting

Voting will occur by majority. In case of a tie vote, the Chair will have the deciding vote. Voting issues are limited to the operation of the PLC.

##### 3.3. PLC Chair

Applications for candidates to serve as Chair of the PLC shall be solicited. The members of the PLC shall, by vote of a majority of members, elect the Chair of the Committee from the submitted candidate applications. The Chair shall serve at the pleasure of a majority of PLC members and the term of office shall coincide with his/her one-year term of membership, at which time it will be subject to renewal by a vote of a majority of PLC members. In accordance with Section 3.5, the Chair may serve for a maximum of three consecutive terms. In the interim, the Chair may be replaced at any time by a vote of the majority of PLC members.

The Chair shall vote only in the event of a tie vote (Section 3.3).

Duties of the Chair include arranging meetings, putting together the agenda and organizing a suitable location.

#### 3.4. Secretary

Applications for candidates to serve as Secretary of the PLC shall be solicited. The members of the PLC shall, by vote of a majority of members, elect the Secretary of the Committee from the submitted candidate applications. The Secretary shall serve at the pleasure of a majority of PLC members and the term of office shall coincide with his/her one-year term of membership, at which time it will be subject to renewal by a vote of a majority of PLC members. In accordance with Section 3.5, the Secretary may serve for a maximum of three consecutive terms. In the interim, the Secretary may be replaced at any time by a vote of the majority of PLC members.

#### 3.5. Terms of Office

All PLC members, with the exception of the owners, shall serve for one year from their initial date of appointment. Members will be able to serve for a maximum of three consecutive terms. Representatives from the owners will not have a maximum term.

#### 3.6. Replacement of Members

Members may be replaced on an as-needed basis as a result of resignation or incapacity. Members may be removed from the PLC by a vote of a majority of PLC members or subject to articles 5.5 and 5.6.

Should the situation arise where all current PLC members are due to be replaced at the same time as the result of maximum terms of office, three members of the Public nominated by the PLC shall be permitted to extend their term of office by a maximum of one year to preserve the PLC's knowledge and continuity. The PLC is responsible for recruiting new members to replace those leaving the committee.

### 4. FREQUENCY AND NOTICE OF MEETINGS

The PLC shall meet at a minimum quarterly during the first operating year. Commencing as of the second operating year, the PLC may determine an appropriate meeting frequency which may be adjusted over the term, but in any event shall be no less than once per operating year.

Notice of meetings will be communicated to members of the Astoria Organic Matters Liaison Committee via email. Agendas and minutes of meetings will be posted on the Astoria Organic Matters Canada LP web site.

### 5. CONDUCT OF MEETINGS

5.1. A quorum shall consist of five (5) voting members of the PLC. If the quorum is not present, then the meeting shall be rescheduled within a month. If the quorum is not reached again, then the meeting is cancelled and a new meeting needs to be organized.

5.2. The Chair shall organize the meeting venue, arrange for the timely preparation and distribution of the meeting agenda and meeting notes, and make such available to others on request.

5.3. Part of each PLC meeting shall be made available to hear questions, comments or written or audio-visual presentations by members of the public pertaining to the operation of the facility. Written or formal presentations by delegations must be submitted to the Chair at least three (3)

weeks in advance of the scheduled meeting date. Delegates to the meeting will be limited to a maximum ten (10) minute presentation.

- 5.4. All PLC meetings shall be conducted behind closed doors. Interested Parties wishing to participate at a meeting must request this at least three (3) weeks prior to the meeting so that a suitable location can be arranged. In special circumstances, the request of interested parties to attend can be refused.
- 5.5. Respect and courtesy shall be observed by all PLC members at all times during meetings. Discussion and debate shall be confined to the agenda and those matters that are within the mandate of the PLC.
- 5.6. If any member of the PLC or the public is disruptive at a meeting, the Chair has the authority to ask that person to leave the meeting place. If the person refuses to leave, the Chair shall terminate the meeting and, at his/her discretion, call for assistance from the police.
- 5.7. Notice of meetings and full agenda will be provided at least two (2) weeks prior to the meeting date.
- 5.8. At the end of each meeting, the date for the next meeting will be set and noted in the minutes.

## 6. MANDATE

6.1. The purpose of the PLC will be to provide for regular communication between the major stakeholders, to identify and remedy issues in a timely and cooperative manner, to enable development of goodwill initiatives with the community, and to establish networks and relationships that will help to sustain the facility. As stipulated in the ECA, the Owner shall take all reasonable steps to establish, maintain and participate in a Public Liaison Committee (PLC), which shall serve as a forum for dissemination, consultation, review and exchange of information regarding the operation of the Site, including environmental monitoring, maintenance, complaint resolution, and new approvals or amendments to existing approvals related to the operation of this Site. The PLC shall not exercise any supervisory, regulatory or approval functions in connection with the facility or its operation. For the purposes of carrying out its mandate, members of the PLC shall have reasonable access to the facility during regular business hours, subject to health and safety requirements and the fair and reasonable availability of representatives of the Owner to accompany PLC members while on-Site. Members are asked to confirm their intention to visit the plant ahead of time.

6.2. The PLC's responsibilities shall include:

Hearing deputations from any member of the public pertaining to facility operations. Reviewing for its purpose necessary technical documents pertaining to the operation of the facility. Technical documents are those documents which are not considered proprietary by the Owner. Documents deemed proprietary are considered to be confidential and as such are not available for review.

Acting as a liaison between and among the public (including owners/tenants of properties around the Site), the Owner and the Ministry of the Environment and Climate Change.

Making recommendations to the Owner on a procedure for receiving and promptly responding to complaints and concerns about the facility.

Recording the minutes of PLC meetings.

Reviewing and providing comments on the Annual Operating Report submitted by the Owner to the Ministry of the Environment and Climate Change.

## 7. AMENDMENT TO THESE TERMS OF REFERENCE

These terms of Reference may be amended from time to time by approval of a majority of members of the PLC and with approval of the Owner and the District Manager of the MOECC.

8. ADMINISTRATIVE COSTS FOR THE OPERATION OF THE PLC

The Owner shall provide for the reasonable administrative costs of operating the PLC including supplying a suitable location as a meeting place, refreshments and suitable advertisement of meetings. If the PLC wishes to incur any exceptional one-time costs from time to time the PLC shall submit such cost proposals to the Owner for approval.

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