

**WESLEYVILLE PUBLIC LIAISON COMMITTEE  
RENEWABLE ENERGY MANAGEMENT INC.  
TERMS OF REFERENCE**

WPLC refers to Wesleyville Public Liaison Committee.

**1.0 COMMITTEE FUNCTION**

1.1 The WPLC shall serve as a focal point for dissemination, review and exchange of information and monitoring results relevant to the current operation of the undertaking.

1.2 The WPLC shall act as an Advisory Committee and shall not exercise any supervisory, regulatory, legal, approval or other decision-making role with respect to the proposed operations of the Wesleyville facility.

1.3 The WPLC shall meet at least four (4) times per year. The necessity for meetings will be reviewed annually. The Chair may at any time summon a special meeting of the Committee.

1.4 Minutes of meetings shall be printed and distributed, as per mailing list. The WPLC will circulate meeting agendas and the minutes of WPLC meetings on a timely basis.

1.5 Any public commentary, presentations, circulation of materials or reports in the newspaper placed by the WPLC shall require approval of the Chair and the REM representative.

1.6 WPLC meetings shall be open to the public. There will be an open session of 15 minutes allotted at each meeting.

1.7 At the end of each meeting, the WPLC shall establish a proposed agenda for the next meeting. WPLC members who wish to add items to a meeting agenda shall advise the Chair of the item(s) at least ten (10) business days before a scheduled meeting.

1.8 Appropriate time shall be set aside at each meeting to permit the WPLC to deal in-camera with items defined as confidential in nature.

**2.0 WPLC SPOKESPERSON**

2.1 The Chair shall be the spokesperson for the committee. The Chair can designate another committee member to be the spokesperson on behalf of the committee.

2.2 The spokesperson shall represent the WPLC as a whole, to be a liaison for relating information to the community, the media, Port Hope Municipal Council, REM and any other interested outside parties.

### **3.0 PRESENTATIONS TO THE PUBLIC LIAISON COMMITTEE**

3.1 Anyone desiring to present information verbally on matters of fact, or make a request of the WPLC, shall notify the Chair of his/her desire to address the WPLC no later than ten (10) business days immediately preceding the WPLC meeting which (s)he proposes to attend.

3.2 Presentations shall be limited to a period of not more than ten (10) minutes.

3.3 The presenter shall provide a written summary of the presentation, no later than 5 working days immediately preceding the WPLC meeting that (s)he proposes to attend.

3.4 Appropriate time shall be set aside at any meeting for presentations to the WPLC.

### **4.0 COMMITTEE STRUCTURE**

4.1 Representation on the WPLC shall consist as follows:

- a) Renewable Energy Management Inc. (2)
- b) Municipality of Port Hope (2)
- c) Community members – Ward 2 residents- (3)
- d) Community members – other areas (3)
- e) Members of Aboriginal communities – TBD

4.2 The community members shall be appointed by the WPLC. The WPLC shall encourage individuals who reside in close proximity to the landfill site to participate. A community member is defined as a taxpayer and/or resident of Northumberland County.

4.3 The Members will be appointed for the full two-year term.

4.4 Other parties invited by the WPLC may be requested to attend from time to time. Invitees will not have any voting authority.

4.5 Committee members are expected to actively participate. A member's ability to function may be reviewed when necessary.

4.6 The WPLC shall elect a Chair at the first meeting. The Chair shall be a community

member. The role of the Chair is to facilitate the WPLC meetings.

4.7 The Committee shall have formal motions at meetings.

4.8 A quorum consists of at least one (1) representative from each of the Municipality of Port Hope and Renewable Energy Management and 3 community members.

## **5.0 CHAIR'S ROLE AND RESPONSIBILITIES**

5.1 The role of the Chair is to facilitate the meeting, to draw people out and to keep the meeting informative and constructive.

5.2 The Chair should have knowledge and understanding of the terms associated with the proposed facility.

5.3 The Chair needs to be independent and impartial.

5.4 If the Chair is unavailable for a meeting, the REM member will chair the meeting.

5.5 WPLC members shall give additional items for the agenda to the Chair 10 business days before the scheduled meeting.

5.6 The Chair shall review the agenda before sending it to committee members.

5.7 The Chair may summon a special meeting of the WPLC at any time.

5.8 The Chair shall record the minutes of each meeting, then prepare a draft of the minutes and proposed agenda. (S)he shall distribute the minutes to the mailing list in a timely manner. Draft minutes will be distributed by email to members. Members will be given one week to respond back with any amendments or to affirm the minutes. The Chair will approve the draft minutes prior to distribution. The minutes shall be formally approved at the next WPLC meeting.

5.9 The Chair, along with the REM representative shall prepare the agenda and send it out before the next meeting.

5.10 The Chair shall telephone absent members if a meeting is planned before the minutes are mailed.

5.11 The Chair shall submit the unapproved minutes to the Northumberland newspapers, after they have been reviewed by the REM representative. The Chair shall place a notice of meeting 2 weeks before the date, and the agenda in the newspapers the week prior to the

WPLC meeting.

## **6.0 REM ROLE AND RESPONSIBILITIES**

6.1 REM shall send out special mailings of dated material that arrives between meetings.

6.2 REM will provide for the review and exchange of information and monitoring results relevant to the current operation of the undertaking.

6.3 REM shall provide for the administrative costs of operating the WPLC, including the cost of meeting places, clerical services and advertising.