

Halifax Regional Municipality
Ragged Lake Source Separated Organics Composting Facility

**Terms of Reference
COMMUNITY LIAISON COMMITTEE**

Background

The Halifax Regional Municipality (the Municipality) Ragged Lake Source Separated Organics Composting Facility (Facility) has been in operation since 1998. Effective October 1, 2016, AIM Environmental Group Inc. (AIM) assumed management of the Facility on behalf of the Municipality and under contract to the Municipality. The Facility is owned by the Municipality, while Nova Scotia Environment (NSE) issued an Approval to Operate to AIM.

In the operation of the Facility, both the Municipality and AIM strive for the Facility to be a good neighbor in the community. The Facility itself has been designed to minimize potential operational impacts such as odour, noise, dust and traffic. While the Municipality is currently evaluating future long-term options for managing its organic waste materials, it is important the existing Facility be operated safely, compliantly and efficiently; all while minimizing impacts to residents and other stakeholders. Both the Municipality and AIM recognize the value of residents', businesses' and the general community's participation on Committees and wish to establish a Community Liaison Committee to allow for information transfer related to the on-going operations of the Facility.

The importance of and need for such a committee has also been incorporated into the Approval to Operate # 2008-062534-A01, issued on November 18, 2016, by Nova Scotia Environment (NSE).

The purpose of this document is to provide potential members of the CLC with an understanding of the CLC mandate, membership, role and responsibilities of members, expected level of commitment, rules of order, and a process to amend this Terms of Reference.

These Terms of Reference were developed in accordance with the NSE" for the Formation and Operation of a Community Liaison Committee", approved August 11, 2010.

CLC Mandate

The Municipality and AIM believe that regular communications with local residents, businesses and community leaders are important. The CLC will provide a forum for mutual distribution, consultation, review and exchange of information regarding the operation of the Facility, including processing of materials, environmental monitoring, maintenance, complaint resolutions, and new approvals or amendments to the existing approval related to the operation of the site.

As with all advisory committees within the Municipality, the CLC will not have the authority to commit the Municipality's resources or direct the work of municipal or contractor staff. As stated above, the CLC is a forum for mutual information distribution and gathering of feedback from stakeholders. The CLC acts in an advisory role to the "proponent", which for this Facility will be AIM, in partnership with the Municipality who is the Facility and property owner. Resolutions of the CLC are not binding on the Facility.

CLC Membership

The composition of the CLC will be structured to provide a balance of perspectives, including members from AIM (proponent); the Municipality (Facility and property owner); local property owners; residents; businesses; and the Councillor for District 11, or the District which covers the facility in the event of future changes in District boundaries.

There will be two different types of membership on the CLC:

- Permanent Members from the AIM, the Municipality, and the current Local Councillor; and,
- Public Members who will be selected to the CLC by the permanent members and serve for defined terms and for a cumulative maximum duration of membership.

Recruitment of Public Members will be conducted using a variety of methods to allow membership selection to be conducted through an impartial, fair and equitable process. This process includes the following key steps:

- Direct solicitation to certain persons who are likely to be most impacted by the Facility
- Notification of CLC opportunity through advertisement in local media
- Application to participate by community members

To be considered for Public Membership in the CLC, interested persons should submit a brief application letter (of two pages' maximum length) explaining the reasons for their desire to join the CLC and indicate in the letter which type of Public Membership for which they wish to be considered.

Selection of Public Members will be completed by the Permanent Members based upon a review of the application letters and based upon the fulfilling the defined CLC membership requirements.

The CLC shall consist of up to nine members as per the following:

Permanent Members:

- Representatives from AIM (proponent) (2 members)
- Staff representatives from the Municipality (Facility and property owner) (2 members)
- Councillor for District 11 (1 member)

Public Members:

- Residents and property owners within 2,000 metres of the site (2 members)
- Interested non-governmental organizations (e.g., University, community group, etc.) (1 member)
- Other interested people or groups (e.g., local businesses, residents who live greater than 2,000m from the Facility) (1 member)

Permanent Members have no set term and serve for the life of the CLC; although the specific individuals appointed as Permanent Members may change from time to time.

Public Members of the CLC shall hold office for one year upon initial appointment. Thereafter, Public Members may be appointed for an additional one to three years. The limit on the length of service for any Public Member is eight consecutive years. The intention is to select a diverse and broad range of members of the community, to allow for a variety of perspectives. Amongst others groups, members may be drawn from:

Public Members of the CLC will be limited to residents, property owners, businesses, etc. from within the boundaries of the Municipality.

If a Public Member misses three consecutive meetings without a resolution of the CLC, the appointee will be deemed to have forfeited their position on the CLC, subject to the appointee having the opportunity to address the CLC in writing regarding their absenteeism. AIM, jointly with the Municipality and the District 11 Councillor reserve the right to make the final decision regarding ending public membership appointments to the CLC.

Membership on the CLC is done on a volunteer basis with no remuneration for participation. AIM will provide meeting space and refreshments for all CLC meetings.

CLC Roles and Responsibilities

It is the responsibility of all CLC members to participate in discussions, provide input and ideas from their perspective and respectfully listen to other points of view. Additional responsibilities are as follows:

Proponent (AIM)

- Solicit membership for the CLC.
- Working with CLC members, formally appoint a Chairperson for the CLC.
- Provide meeting space and refreshments for the CLC meetings.
- Provide advance written information related to upcoming CLC meetings such as agendas, minutes of previous meetings, and information pertinent to the meeting.
- Attend CLC meetings and participate in discussions.
- Be prepared to consider a wide range of views, and work respectfully and positively to address issues and concerns.
- Document formal Minutes of Meetings and keep records of those Minutes for the life of the CLC.
- Working with the Municipality, keep CLC members up to date on changes at the Facility and any issues raised within the community.
- Where appropriate, incorporate CLC input into the operations of, or proposed changes to, the Facility.
- Working jointly with the Municipality, provide timely responses and/or action as appropriate, including follow-up on issues raised that could not be addressed during a CLC meeting.

Facility and Property owner (Municipality)

- Keep CLC members up to date on changes at the Facility and any issues raised within the community.
- Attend CLC meetings and participate in discussions.

- Be prepared to consider a wide range of views, and work respectfully and positively to address issues and concerns.
- As necessary, assist the Chair with the effective functioning of the committee.
- Working jointly with AIM, provide timely responses and/or action as appropriate including follow-up on issues raised that could not be addressed during a CLC meeting.

CLC Members

- Working with the Proponent, elect a Chair annually.
- Attend CLC meetings and participate in discussions.
- Become informed about the Facility and its operation.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Relay any input received from the broader community on the Facility's operation.
- Bring a community perspective to the discussion on Operation, complaints or issues raised by the public, opportunities for improvements, etc.
- Be prepared to consider a wide range of views, and work respectfully and positively to address issues and concerns.
- Help the CLC operate effectively by contributing constructively and openly discussing ideas and opportunities.
- Conduct their meetings in accordance with the NSE "Guide for the Formation and Operations of a Community Liaison Committee", approved August 11, 2010.

CLC Meeting Schedule and Format

The CLC will form once approval of these Terms of Reference has been received from the Municipality and all CLC members have been selected. It is envisioned that the CLC committee membership will be finalized in January 2017 and the first meeting will be held in February 2017.

For the first year, meetings will be held every quarter. Therefore, in 2017 there will be four meetings proposed to occur in February, May, September and November. Meetings will then move to twice annually in 2018, likely to be held in April and October of the year. All meetings will be held at a location nearby the Facility, to be determined at a later date. Meetings are expected to take no more than two hours to complete.

The first meeting will focus on the role of the CLC, election of the Chairperson, and to provide members with a basic overview and understanding of the Facility. A tour of the facility will also be arranged to occur either on the date of the first meeting or at a mutually convenient date and time near the date of the first meeting.

Subsequent meetings will be chaired by Chairperson (or designate). If desired by the CLC, annual tours can be arranged.

Standard meeting agenda items will include:

- Review and approval of Minutes of previous meeting
- Update on Facility operation

- Discussion of CLC comments and concerns
- Review of issues/ complaints received and resolutions
- Other agenda items as appropriate

Meeting materials including an agenda will be circulated by AIM electronically to all members at least 72 hours prior to the upcoming meeting.

Minutes of Meeting will be prepared by AIM and circulated to all members within seven days of the meeting in DRAFT format. CLC Members will have 14 days to review and comment on the draft minutes, and AIM will circulate final draft Minutes within seven days of the comment period closing. Formal approval of the Minutes will be done at the following CLC Meeting. Once the Minutes have been approved by the CLC, the final approved minutes will be filed for record retention.

The meetings will be not open to the public. Members of the public wishing to participate in a CLC meeting may register to appear as delegates as described below.

Rules of Order

Members of the CLC, subsequent to declaring a conflict of interest of any kind, including financial conflict, with respect to an agenda matter being considered, shall leave the room in which the consideration of the agenda item is conducted. They will be recalled to the meeting once the item of consideration has been dealt with. If a member of the CLC declares a conflict of interest on any matter, it does not affect the composition of the quorum.

A quorum will consist of a half plus one of the voting membership. The Chairperson of the CLC shall vote on all matters. In the event of a tie vote, the motion fails.

Members of the CLC have a duty to conduct themselves in an impartial and objective manner. It is understood that members of the CLC will perform their duties in such a way as to promote public confidence and trust in the integrity, objectivity and impartiality of the CLC. The Chairperson of the CLC shall have the right and responsibility to control proceedings of the CLC, including the right to exclude any member of the public or any member of the CLC who is interfering with or disrupting proceedings.

No person except members of the CLC, and invited guests, shall be allowed to sit at the discussion table during the sittings of the CLC without permission of the CLC.

Organized bodies or individuals wishing to address the CLC shall register their request to be treated as a delegation by notifying the CLC Chairperson no later than ten business days immediately preceding the regular CLC meeting in order that they may be considered for addition to the agenda along with the subject matter of their address. At the time of requesting to be treated as a delegation, the body or individual shall provide information on what is to be presented to the CLC. This information will be provided to the Chair to help in deciding whether the request to speak will be accepted. The delegation where possible, should provide a written copy of the submission before 4:00 pm five (5) business days prior to the regular CLC meeting. The Chair will make the decision as to whether or not the item is to be added to the agenda. Once a decision has been made, the person requesting the agenda item to be added will be contacted by the staff liaison person and advised of the decision.

Upon approval of the CLC, a person wishing to appear as a delegation may address the CLC for a period of time not exceeding five minutes and may only delegate on an item listed on the agenda. An organized body wishing to address the CLC as a delegation shall be limited to a maximum of five minutes total for the entire delegation, regardless of the number of representatives of that group wishing to address the CLC. The five-minute timer period may be extended by the CLC by a majority vote of the CLC members present. Such question shall be decided by the CLC without debate.

Delegations shall not be permitted to appear before the CLC for the sole purpose of generating publicity.

Delegations that have previously appeared before the CLC on a subject matter shall be permitted to delegate again only if they provide new information relating to that matter, and follow the process for requesting approval to appear before the CLC defined above for each request to appear before the CLC.

Members of the CLC may only ask questions of the delegations and shall not express an opinion or enter into debate with delegations to ensure constructive and efficient dissemination, consultation, review and exchange of information.

Amending this Terms of Reference

The Terms of Reference should be reviewed annually. Any proposed amendments to this Terms of Reference shall be made in writing and tabled at a regular meeting of the CLC for discussion. If an amendment is desired by the CLC, final approval of the amendment must be obtained jointly from both AIM and HRM.

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COMMUNITY LIAISON COMMITTEE

CLC MEMBERSHIP AGREEMENT

**I have read, understand and agree to the CLC Terms of Reference
as noted in this document.**

Name of CLC member (printed)

Signature of CLC member

Date

From: _____ **to:** _____
Length of Membership Term