



Dufferin Aggregates
2300 Steeles Ave W, 4th Floor
Concord, ON L4K 5X6
Canada

Terms of Reference Teedon Community Liaison Committee (CLC)

2017

Mission

- Provide, encourage and facilitate two-way communication between local residents/regional stakeholders and Dufferin Aggregates on the operation of the Dufferin Teedon Pit;
- Educate stakeholder groups and the community on the importance of aggregate in our society;
- Establish or improve relationships with local residents/regional stakeholders.

Selection of CLC Members

Members of the Committee are required to meet the following criteria in order to be considered for participation on the CLC:

- Live, operate a business, represent a community group or have some other connection to the community.
- Be available to attend quarterly, or more often, as required, meetings (N.B. The schedule will be determined by the CLC upon creation).
- Be able to act as a conduit for information and feedback on behalf of the “constituency” which they may represent.
- Be willing to relay information provided from the public or other interested parties back to the CLC.



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Role of CLC Members

- Review and analyze current and new information pertaining to the Sand & Gravel Operation for the purpose of providing comments to Dufferin Aggregates.
- Coordinate and share information with stakeholders, including not-for-profit organizations, government representatives, and other interested parties, to facilitate an ongoing dialogue between local residents and Dufferin Aggregates. Dufferin Aggregates will provide the necessary assistance to prepare and distribute this information.
- Meet as per the schedule discussed and agreed upon by CLC members. The schedule must be agreed to by Dufferin Aggregates.

Term of Membership

The CLC should not exceed 10 members

Members reserve the right to resign from the CLC at any point in time. Dufferin Aggregates requests written notice of resignation from members wishing to do so.

Requests for the addition of members can be brought forward by any CLC member for discussion. Additional members must be agreed to by Dufferin Aggregates.

Should a member's status change such that they no longer meet the selection of membership criteria above, their membership may be re-evaluated.

Meeting Protocol

Meetings will occur as per the schedule determined above or more often as required and requested by the CLC.

Meetings will be held on a date and time that a majority of Committee members can attend and over a two-hour time period to be determined by the CLC. A meeting schedule will be created by the CLC and distributed to all members. CLC members will have an opportunity to contribute to the content of the agenda (up until one week before the meeting takes place).



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Meetings will be open to a maximum of 6 preregistered guests of the public as observers. Public observers must pre-register with Dufferin Aggregates up until one week before the meeting takes place prior to the meeting and will be accepted on a first come, first served basis.

There can will be an opportunity for preregistered guests of the community, who are not members of the CLC to address the CLC. Additions to the agenda must be done up until one week before the meeting takes place, in which case it will be added to the agenda for discussion during an allotted time.

All meetings will be held at an accessible location and in a room that is big enough to accommodate Committee members, Dufferin Aggregate staff and the maximum of 6 preregistered guests of the community, as required.

Dufferin Aggregates will be responsible for paying the fees for room rental and refreshments at the meetings.

A professional facilitator will be provided by Dufferin Aggregates to moderate the CLC meetings.

Any agenda items not discussed during a meeting will be addressed at the next meeting.

The schedule of meetings may be posted on a website and disseminated to the public using other means, if required. Dufferin Aggregates will be responsible for ensuring the schedule is posted at the recommended sites.

All meeting materials, including minutes, agendas, PowerPoint presentations, Terms of Reference and others, will be considered draft until approved by the CLC.

Meeting minutes will include detailed action items and next steps and identify the CLC members, as required, responsible for completing the tasks.

Meeting minutes will be circulated to the CLC for revisions in a timeline as determined by the members. CLC members have an opportunity to make and return any revisions in a timeline as determined by the CLC.

If revisions to the meeting minutes are requested at time of approval, such minutes shall be re-circulated to members following the CLC meeting.