

**Terms of Reference  
Dufferin Community Advisory Panel (CAP)  
Milton Quarry**

**June 2021**

*For the purpose of this document, all reference to Milton Quarry addresses and includes Milton and Halton Hills areas.*

**CAP Mission**

- Provide, encourage and facilitate two-way communication between local residents/regional stakeholders and Dufferin Aggregates on the operation of the Milton Quarry.
- Educate stakeholder groups and the community on the importance of aggregates in our society, as it relates to current and future operations at the Milton Quarry.
- Maintain/enhance relationships with neighbours and community organizations.

**CAP Membership Criteria**

Potential CAP members must be able to contribute to implementing the CAP Mission. All members are volunteers and will not be compensated by Dufferin.

Criteria for consideration includes:

- Own property within 3 km of the Milton Quarry;
- Operate a business or have some connection to the Milton and Halton Hills community;
- Elected officials in Milton and Halton Hills;
- Staff for the Town of Milton, Town of Halton Hills, Niagara Escarpment Commission or Conservation Halton;
- NGO members that are interested in conservation, sustainability and biodiversity that is linked to operations at the Milton Quarry;
- Individuals with unique skills and education that cannot be provided by other CAP members.

**Selection of CAP Members**

Potential CAP candidates are required to complete an application for consideration to become a member. Dufferin will screen all applications for membership to ensure potential candidates meet the membership criteria. Dufferin will present all potential candidates that meet the membership criteria to the CAP for its consideration. Any member up for consideration must be approved by the CAP.

The CAP should consist of a balanced distribution of membership from different community stakeholders (neighbours, NGOs, government organizations, local business owners, and local government).

Members are encouraged to:

- Participate on the CAP for a minimum of two (2) years;
- Be available to attend meetings as required (meetings will not be held during July, August and December);
- To act as a conduit for information and feedback to the community or other interested parties; 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 CAP.

The CAP should not exceed 12 members without full discussion and feedback from current members and Dufferin Aggregates. Requests for addition or removal of members should be submitted to Dufferin for consideration and will be shared with the full CAP for discussion, as required.

### **Role of CAP Members**

- Serve in an advisory capacity only;
- Review and analyze current and new information pertaining to the current and future activities of the Milton Quarry 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 the residents of the Milton and Greater Halton Hills areas and Dufferin Aggregates. Dufferin Aggregates will provide assistance to prepare and distribute this information.

### **Meeting Protocol**

- Quorum for a meeting will be set at 50% of committee membership, with a minimum of two members not affiliated with Dufferin Aggregates.
- Meetings will be held in the evening over a two-hour time period to be determined by the CAP. A meeting invitation will be created and distributed to all members.

- CAP members will have an opportunity to contribute to the content of the agenda (up until one week before the meeting takes place or within reason). There will be an opportunity for members of the community to address the CAP, in which case it will be added to the agenda for discussion during the allotted "Open Forum" session.
- Meetings will be open to the public as determined by the CAP.
- The schedule of meetings will be posted on the Milton Quarry CAP website ([www.dufferinaggregates.com/community-information](http://www.dufferinaggregates.com/community-information)) and disseminated to the public using other means, if required. Dufferin will be responsible for ensuring the schedule is posted at the recommended sites.
- All meetings will be held at an accessible location and in a room that is large enough to accommodate members of the community, as required. Dufferin will be responsible for paying the fees for room rental and refreshments at the meetings.
- A professional facilitator will moderate and take minutes for the CAP meetings.
- Dufferin will provide a secretary for the CAP, if deemed necessary. The secretary will be responsible for all administrative tasks/services.
- Any agenda items not discussed during a meeting will be addressed at the next meeting.
- Meeting quorum of over 50% will be required to move and approve official CAP business. A quorum for a CAP of 12 members requires 7 members to be present.
- All meeting materials, including minutes, agendas, PowerPoint presentations, Terms of Reference and others, will be considered draft until approved by the CAP.
- CAP members who do not attend at least 50% of CAP meetings per year will be contacted by Dufferin to address the absence and decide on a course of action, if necessary. If a member is absent without prior acceptable notification then the CAP may declare a vacancy as if the member has resigned his/her position. If a vacancy is declared by the CAP, written notice shall be given to the affected member.
- Members of the community who wish to attend a CAP meeting must be invited by a CAP member or representative of Dufferin Aggregates. Guests should give one-week notice to Dufferin Aggregates that they would like to attend a meeting. Guests should submit their topic of interest one week prior to the CAP meeting. This topic will be added to the agenda for discussion during the allotted "Open Forum" session. Under certain circumstances, the option for a member to join with less than one-week notice may be permitted and is to be decided on a case-by-case basis through a vote by CAP members.
- Meeting minutes will include detailed action items and next steps and identify the CAP members, as required, responsible for completing the tasks.

- Meeting minutes will be circulated to the CAP for revisions by email within seven business days after each meeting. The CAP can make and return revisions at any time prior to the next meeting.
- A final version of meeting minutes, incorporating revisions from the CAP members, will then be re-circulated to all members prior to the next scheduled meeting. The CAP will seek approval of any outstanding minutes at the start of the next meeting.
- All meeting minutes and documents produced and approved by the CAP will be posted on the Dufferin Milton Quarry website ([www.dufferinaggregates.com/community-information](http://www.dufferinaggregates.com/community-information)) within 12 business days following each meeting.