

Brooks Road Landfill Site

Public Liaison Committee

Terms of Reference

Definitions

1. "Certificate of Approval" means Provisional Certificate of Approval No. A110302 dated October 7, 1980, for the Edwards Landfill Site (the "Site"), as amended by Notice #1 dated August 22, 2002, Notice #2 dated May 5, 2004, Notice #3 dated February 10, 2005, Notice #4 dated January 9, 2007, Notice #5 dated July 19, 2007, Notice #6 dated February 14, 2011, Notice #7 dated October 9, 2012, Notice #8 dated June 6, 2013, and Notice #9 dated July 21, 2014
2. "Public Liaison Committee ("PLC" or the "Committee") means the advisory committee required under Condition No's 86 and 87 of the Certificate of Approval
3. "Owner" means Brooks Road Environmental, the owner of the site
4. "District Manager" means the District Manager of the Hamilton District Office, West-Central Region, Ontario Ministry of the Environment.
5. BRPLC refers to Brooks Road Landfill Site Public Liaison Committee

Membership

1. Representation on the BRPLC shall consist of:
 - a. At least three (3) residents who live in the community ;
 - b. One (1) senior staff member from the County of Haldimand;
 - c. One (1) representative appointed by the Six Nations Council of the Six Nations of the Grand River Territory ;
 - d. One (1) representative appointed by the Owner;
2. The District Manager or his or her representative or delegate, shall be an ex-officio member of the PLC, entitled to notice of all meetings, copies of all agendas, and entitled to attend and participate in all meetings of the PLC.
3. Other than the District Manager or his or her representative or delegate, PLC members shall serve for a period of two (2) consecutive years commencing on the date of final approval of the Terms of Reference and continuing every three years on the anniversary of that date.
4. The PLC shall elect a Chairperson from its members. The term of office of the Chairperson shall be two years, unless otherwise decided by a vote of the majority of the Committee members in the intervening period. The Chairperson shall preside over meetings of the Committee and encourage a balanced and professional functioning of the PLC business.

Availability of Documents

1. The PLC shall have access to copies of all reports or other submissions required by the conditions of the Environmental Compliance Approval. Such copies shall be made available by

depositing such copies in the Public Library in Cayuga, and by providing copies to Haldimand County.

Operation of the Committee

1. The BRPLC shall serve as a focal point for dissemination, review and exchange of information regarding the operation of the landfill site, including environmental monitoring, maintenance, complaint resolution, and new approvals or amendments to existing approvals related to the operation of the Brooks Road Landfill Site.
2. The BRPLC shall act as an advisory committee and shall not exercise any supervisory, regulatory, legal, approval or other decision making role with respect to the current operations of the Brooks Road Landfill Site.
3. The BRPLC does not replace other means for citizens, agencies, or other organizations to express their concerns. Committee members can bring the decisions and recommendations of the BRPLC to their respective organization/agency for evaluation.
4. The BRPLC shall meet at least three (3) times per year, with the dates being set at the beginning of the year. The necessity for meetings will be reviewed annually. The Chair may at times call a special meeting of the Committee.
5. Notice of all meetings of the PLC shall be prepared by the Owner in consultation with the Chairperson of the PLC and sent by regular mail, e-mail, fax or other appropriate means to all members of the PLC at least 15 days prior to the date of the meeting. A copy of the Notice shall be published in the Regional News This Week and The Haldimand Press at least one (1) week prior to the date of the meeting.
6. The BRPLC meetings are to be open to the public.
7. BRPLC meeting agendas shall be jointly prepared by the Owner and the Chairperson of the PLC. Copies of the meeting agendas including any documents relating to agenda items shall be mailed to PLC members with the Notice of the meeting (at least 15 days in advance). The Owner shall make every reasonable effort to deliver meeting minutes to PLC members as much as in advance as possible.
8. The Owner shall maintain records of all PLC meetings and shall be responsible for preparing and distributing copies of minutes of PLC meetings to PLC members and other interested parties within three (3) weeks of each PLC meeting. The Owner shall make all PLC records available to PLC members, agencies and members of the public during normal business hours.
9. The Owner shall, in consultation with the PLC, make arrangements for and pay for the publication of Notices concerning PLC meetings and related functions or duties.
10. Meetings of the PLC shall be held in public
11. The PLC may hear depositions from any member of the public or interested agency pertaining to the Site and its operation.
12. The PLC may make recommendations to the District Manager on matters pertaining to the Site and its operation.

13. Members of the PLC shall have reasonable access to the Site and its facilities, subject to health and safety requirements and with accompaniment by a representative of the Owner. The PLC may make arrangements for reasonable access to the Site and its facilities for members of the public, subject to health and safety requirements and with accompaniment by a representative of the Owner.

Finances

1. The Owner shall make available to the PLC on an annual basis a nominal sum of money for the purposes of ensuring the ongoing operation of the PLC. Such fund shall be \$1,200.00 per year for each of the first three (3) years of the PLC's operation, after which the amount shall be reviewed by the Committee and adjusted, as necessary, to reflect inflation and changing PLC requirements and mandate. Use of the fund shall be decided by the PLC but the intent of the fund shall be to cover incidental costs such as meeting space rental, non-alcoholic refreshments during meetings, etc. The Owner shall maintain a record of all costs charged to the PLC operating fund and shall make that record available to the PLC on a regular basis.
2. The PLC may petition the Owner for other monies to cover costs associated with carrying out its mandate. The provision of such additional funds is subject to the sole approval of the Owner.

Amendments to these Terms of Reference

These Terms of Reference may be amended by a vote of the majority of the members of the PLC, provided such amendments are not in conflict with any of the terms and conditions of Certificate of Approval No. A110302 dated October 7, 1980, as amended by Notice #1 dated August 22, 2002, Notice #2 dated May 5, 2004, Notice #3 dated February 10, 2005 and Notice #4 dated January 9, 2007, Notice #5 dated July 19, 2007, Notice #6 dated February 14, 2011, Notice #7 dated October 9, 2012, Notice #8 dated June 6, 2013, and Notice #9 dated July 21, 2014.