

**Terms of Reference
Dufferin Aggregates Community Advisory Panel
Flamboro Quarry**

April 2009

Mission

- Provide, encourage and facilitate two-way communication between local residents/regional stakeholders and Dufferin Aggregates on the operation of the Flamboro Quarry.
- Educate stakeholder groups and the community on the importance of aggregate in our society
- Improve/establish relationships with neighbours and community organizations

Selection of CAP Members

Members identified by Dufferin for the Committee are required to:

- Live, operate a business, or have some connection to the Flamboro area.
- Be available to attend quarterly, or more often as required, meetings (N.B. The schedule will be determined by the Committee).
- 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 Committee.

The CAP should not exceed 10 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. All members are volunteers.

There is no remuneration for participation; however expenses such as mileage will be reimbursed.

Role of CAP Members

- Serve in an advisory capacity only.
- Review and analyze current and new information pertaining to the Flamboro 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 Flamboro area and Dufferin Aggregates. Dufferin Aggregates will provide assistance to prepare and distribute this information.
- Meet quarterly, or more often (as determined by the CAP).

Meeting Protocol

Meetings will occur quarterly, or more often as required and requested by the CAP.

Meetings will be held in the evening over a two-hour time period to be determined by the CAP. A meeting schedule will be created by the CAP 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).

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.

All meetings will be held at an accessible location and in a room that is big 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 facilitator will moderate 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.

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

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 five business days after each meeting. CAP members have up to ten business days to make and return any revisions.

A final version of meeting minutes, incorporating revisions from the CAP members, will then be re-circulated to all members for approvals. The CAP has up to four business days to provide additional revisions, if any. Otherwise, the minutes will be considered approved.