

GFL STONEY CREEK REGIONAL FACILITY COMMUNITY LIAISON COMMITTEE OPERATING GUIDELINES

NOMENCLATURE

- Two sets of rules describe the operations of the CLC: Schedule “G” of the Ministry of Environment, Conservation and Parks’ Environmental Compliance Approval for the GFL Stoney Creek Regional Facility (SCRF) (formerly Terrapure Stoney Creek Regional Facility), dated October 31, 2019, which shall be known as the “Terms of Reference for the CLC”, and CLC Operating Guidelines.
- Changes to the Schedule “G” document require a two-thirds majority of the Committee, and agreement from GFL, as well as approval from the Ministry of Environment, Conservation and Parks’ Regional Director (as laid out in Schedule “G”).
- Changes to the CLC Operating Guidelines are at the discretion of the CLC and require a simple majority of the voting members at a duly constituted meeting, as well as agreement from the Ministry of Environment, Conservation and Parks and GFL
- In the event that differences of opinion emerge as to the compatibility of the two documents, the Terms of Reference (Schedule “G”) shall take precedence.

AGENDA-RELATED MATTERS

REGULAR AGENDA ITEMS:

- Each CLC meeting shall include a set of regular reporting items. These will include:
 1. Quarterly update of operational activities
 2. Update of monitoring schedule
 3. Review of any complaints received during the quarter
 4. Status of any applications pending with the Ministry
 5. Royalty program and Heritage Green Community Trust activities update
- Other regular reporting items may be added by the Committee as required.

LIST OF TOPICS FOR THE AGENDA:

- The Administrator of the CLC will maintain a list of agenda items for subsequent meetings to be updated on a regular basis, and with a sense of relative priority.

CONFIRMING THE AGENDA:

- Whenever possible, the items for the next meeting will be determined at the previous meeting.
- Given that circumstances can change in the time between meetings, it is the duty of the Chair to make any changes deemed necessary to the meeting agenda, in consultation with the Administrator of the CLC.
- The Administrator will circulate the agenda to members five days in advance of the next meeting of the CLC.

PUBLIC NOTIFICATION OF THE MEETING:

- Notice of meetings of the CLC will be provided at the previous meeting and posted on the CLC website seven days in advance of the meeting.

MEETING PROCEDURES

ACCESSIBILITY

- The CLC shall hold its meeting in a location that is accessible to members of the public wishing to observe the meeting.
- The current venue is the GFL SCRF office, 65 Green Mountain Road W., Stoney Creek. Alternatively, the CLC will use Winterberry Heights Church, 300 Winterberry Drive, Stoney Creek.
- In the event meetings cannot be held in person the Administrator will arrange to hold the meeting on-line via TEAMS. The website will give community members instructions to contact the Administrator for call-in information.

PROCEDURAL REQUIREMENTS

- It is noted that the CLC makes comments or recommendations, not operating decisions either for GFL, The Ministry of the Environment, Conservation and Parks or the City of Hamilton.
- In order to arrive at decisions about these comments and recommendations, the Committee will vote on motions put forward and seconded by a member. All members of the CLC may propose or second a motion.

- At least one GFL representative and one Ministry representative shall be present at all duly appointed meetings of the CLC.
- The Quorum for voting at CLC meetings will be 50% of the current voting membership of the Committee, plus one (with fractions rounded down).
- At full complement (two City appointees and four community representatives), the Quorum would be 4.
- The term of office for the Chair shall be two years, with a provision for a second two-year term upon approval by a majority of voting members.
- In the event of a tied vote, the Chair shall cast the deciding vote.
- In the event that the Chair is absent from the meeting, an interim Chair will be appointed from amongst the community members.

PROVISION FOR ALTERNATE COMMUNITY MEMBER

The committee reserves the right to elect one Alternate Community Member. The Alternate Community Member is invited to attend meetings and to participate as an official voting member in case one of the other appointed community members is unable to attend. This position will help ensure quorum at each meeting and will help in succession planning for the committee, as the Alternate Community Member will be eligible to put his/her name forward for consideration as a full Community Member.

PUBLIC PARTICIPATION AT THE COMMITTEE MEETINGS

- Members of the Committee sit at the main table of the CLC and conduct the business of the Committee.
- Members of the public are welcome to attend the meeting as observers.
- As the agenda unfolds, there may be opportunities to seek input from the observers at the discretion of the Chair, and in a manner that is respectful of and consistent with the agenda.
- Before concluding the meeting, the Chair will seek brief comments from public members in attendance with limit of five (5) minute for comments.
- In the event that a member of the public is not able to respect the ruling of the Chair regarding opportunities for comments, the committee will make the decision to ask the individual to leave the meeting.
- The primary system for members of the public who wish to bring a topic to the CLC is through a delegation.

MANAGING DELEGATIONS

- Individuals or groups wishing to communicate with the CLC in a formal manner are encouraged to appear as a delegation.
- Delegations should submit their information in advance to the Administrator for distribution to the CLC members seven days before a posted meeting.

- Members will undertake to read the material prior to the CLC meeting.
- At the meeting, a delegation is asked to summarize their position in a five-minute presentation to the CLC.
- In the event of a late-breaking issue requiring a delegation, a 48 hour deadline will be in effect. This deadline may be waived at the discretion of the Chair.
- In the event that a large number of delegations are to be heard, the CLC will determine at the beginning of a meeting the delegations that will be heard and the order of appearance.

NEWS BULLETINS

- Although the minutes will be the primary method of communication between the CLC and the public, the CLC reserves the right to issue news releases to the public.
- The wording of news releases shall be approved by the voting and non-voting members of the CLC.

PROVISION FOR MEETING IN CAMERA

- In the event that personnel or legal matters are to be discussed, the CLC will meet in camera to carry out that business, either in a special meeting or at a separately-arranged session specifically for that purpose.

POLICY ON TAPE RECORDINGS MADE OF MEETING

- In the event that a party wishes to make a voice recording of a CLC public meeting, they must indicate to the Administrator that they plan to do so, and undertake to provide a copy of that voice recording with the Administrator before leaving the meeting.

COMMUNICATION MECHANISMS

PROCESS FOR DISTRIBUTING MINUTES

- Draft minutes of meetings of the CLC will be forwarded to members within 21 days of the previous meeting.
- Members with concerns about the draft should contact the Administrator of the CLC.
- Minutes are to be revised where necessary and approved via email as soon as possible.
- Once minutes are approved, the Administrator will post the final version on the CLC website
- The minutes will also be made available through the Valley Park Public Library and at the GFLSCRF office.

CLC WEBSITE

- The CLC may establish an independent website in the name of the GFL Community Liaison Committee. The address is <http://www.gflclc.org/>.
- This website shall make provision for the posting of information related to the CLC, such as the following: Terms of Reference, Operating Guidelines, CLC member information, CLC contact information, schedule of public meetings, location of public meetings, CLC meeting minutes, and additional information presented at meetings.
- The website shall include a mechanism for the general public to make suggestions and comments to the CLC.
- The website will be linked to the City of Hamilton website and the GFL website.
- The website is monitored by the Administrator who will report all queries submitted and responses to the CLC.

ABILITY OF MEMBERS TO SPEAK TO THE PUBLIC

- Membership of the CLC in no way constrains a member from making public comment about their individual views on matters that are or may be in front of the CLC.
- In speaking publicly, members agree to comment upon Committee matters in a factual manner, and to explicitly indicate when they are providing their own viewpoints on the matter.
- Members agree that they will not try to explain the apparent viewpoint of another member, but will refer the question to that individual.
- Members agree that their comments will be about the substance of the matter, and not attribute motive or views about the character of other members.
- There is no single official spokesperson for the CLC.

AVAILABILITY OF MATERIALS FROM THE COMMITTEE MEETINGS

- All materials related to the CLC tabled at meetings shall be available to the public through three mechanisms:
 - a) the CLC website
 - b) the Hamilton Public Library system, Valley Park branch
 - c) a binder maintained at the GFL SCRF site and available for inspection upon request by members of the public.

INTERACTION WITH THE GENERAL PUBLIC

- Members of the CLC are encouraged to discuss topics relating to the landfill and its relationship with the community with all interested local parties on an individual basis for information exchange.
- As a Committee, interaction takes place through the sharing of minutes and other information through the website and other prescribed methods (such as a news release).
- Members of the public will have the ability to use the website as a mechanism to make comments to the CLC.
- Observers at the CLC meetings will have some opportunities to offer input to CLC meetings through appearing as delegations with a specific point to bring before the Committee, and through the opportunities for public comment at the end of the meetings.

REPORTING MECHANISMS TO THE PUBLIC

- In addition to established channels of communication through the website, the CLC may from time to time issue periodic reports on the Committee's activities.

SUCCESSION PLANNING

PROCESS FOR REPLACING COMMITTEE MEMBERS

- Community representatives shall hold terms of four years. Should term end dates of members overlap, the committee may decide to allow one, two or three year terms. This is to ensure continuity of the CLC.
- Effective dates of all terms of office for community members shall be from their first official meeting as an appointed community member.
- At the end of each term, an advertisement shall be placed in the Stoney Creek News, seeking additional applications.
- When each member's term expires, he or she may elect to put his or her name forward for consideration for additional terms.
- Each year, at the first meeting of the new calendar year, community representatives shall declare for the record their residency status to ensure the stipulated preference for members residing within 1,500 metres of the landfill site is continuing to be met.
- Should a community representative's residency change such that he or she no longer resides within 1,500 metres of the site, he or she must advise the CLC Chair as far in advance as possible and resign membership from the CLC effective upon moving out of the area or when a replacement member has been appointed (whichever occurs first).
- The terms of appointments by the City of Hamilton are governed by the municipal electoral process. City Council will advise the CLC as to its appointments in a timely fashion after a municipal election.

- The Ministry of Environment, Conservation and Parks appoints its own representative and will notify the CLC of any changes in that appointment.
- GFL appoints its own two representatives and will advise the CLC of any changes in those appointments.
- In the event of a resignation by a committee member, the Chair may authorize the placement of an advertisement in the Stoney Creek News seeking applications from potential members.
- The Administrator shall also maintain a list of all applicants for a position as a community representative with the CLC for the past twelve months and bring those forward into the decision-making process for new members.
- Provision for nominations to the Committee by community members shall be made on the CLC website.
- In the event that the number of community representatives drops below the minimum of two, the Selection Committee process (as outlined in Schedule "G") will be reconstituted to make additional appointments.

ABSENCES

- CLC members who discover a need to be absent from a scheduled meeting are to advise the Administrator of that situation at their earliest convenience.
- In the event that proposed absences prevent the meeting proceeding as duly constituted, the Administrator will postpone the meeting and contact all members to advise of the postponement and determine a new date to be held within 30 days of the originally planned meeting.
- CLC members who are absent from 50% or more meetings in any given year shall be accountable to the CLC for their attendance record. Continued absence may be deemed by the Chair to be a resignation.

ANNUAL REVIEW

- At the last meeting of each year, the Administrator will add an agenda item requesting that CLC members review these Operating Guidelines to determine whether any updates are required.

