



NORTH RENFREW LANDFILL OPERATIONS BOARD

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BAGGS ROAD LANDFILL SITE LIAISON COMMITTEE

TERMS OF REFERENCE

1. INTRODUCTION

This document describes the Terms of Reference for the Baggs Road Landfill Site Liaison Committee (BRL-SLC), referred to in the Provisional Certificate of Approval No. A420010 dated 28 May 1999, Item 60, for the North Renfrew Landfill Site.

2. PURPOSE

The purpose of the BRL-SLC shall be the following:

- i. Site Operations
 - review the site operation, post-closure and post-care, including waste haulage traffic in the vicinity of the site, and pollution abatement strategy issues;
 - review operations reports;
- ii. Public Liaison
 - provide a conduit for public input and enquiries into landfill operations and closure;
 - provide a forum for direct exchange between surrounding landowners, business interests, the Ministry of the Environment (MOE), and the North Renfrew Landfill Operations Board (NRLOB, or the Board) concerning landfill site operation and closure;
 - review complaints and action taken;
- iii. Environmental and Regulatory
 - review groundwater and surface water analyses;
 - review regulatory actions and changes; and
- iv. Education
 - partner with the Environmental and Education Committee (EEC) of the NRLOB, as needed.

3. SCOPE

- a) The BRL-SLC shall act in an advisory role to the Board and shall make formal recommendations to the Board.
- b) The Board shall provide any correspondence, reports and general information, as required by the BRL-SLC for their review. The BRL-SLC shall review all information that is provided to it.
- c) The BRL-SLC shall make a written annual report to the Board outlining its activities for the previous period, plans for the coming period, and any of its concerns relative to BRL-SLC function.

4. MEMBERSHIP

- a) The public shall be advised by the Board of the formation of the BRL-SLC, and requested to express interest in membership.
- b) The membership of the BRL-SLC shall be selected by the Board from interested residents of the Towns of Deep River and Laurentian Hills with emphasis on the following qualifications:
 - previous membership on an SLC,
 - proximity of their principal residence to the landfill site,
 - proximity of their property to the landfill site,
 - employment in Canadian Nuclear Laboratory's (CNL's) Decommissioning and Waste Management Division,
 - representation of the municipal waste haulage department/contractor, and
 - representation of the Board (no voting privileges).
- c) The maximum number of members on the BRL-SLC shall be no greater than seven (7), including one student from Grades 10 to 12 (no voting privileges).
- d) BRL-SLC members shall be appointed for a period of one year, effective January 1st.
- e) A Chairperson shall be elected by the membership of the BRL-SLC from voting members and shall chair the meetings.

5. MEETINGS

- a) The BRL-SLC shall establish an appropriate schedule of meetings. The BRL-SLC shall meet on a quarterly basis as a minimum, or as required for specific activities.
- b) The Board shall provide meeting rooms and seating as available.
- c) The Chairperson shall issue a meeting notice and agenda by email or other suitable form at least seven (7) calendar days in advance of any scheduled meeting.

- d) The MOE shall be notified of any BRL-SLC meeting as soon as the meeting is called and may attend any meeting in an advisory capacity.
- e) The general public and the press shall be welcome at all meetings. Non-members may be called in on an as-needed basis for their expertise.
- f) All observers shall be provided the opportunity to make a presentation or otherwise be heard if they so wish, by notifying the BRL-SLC Chairperson in writing or by email at least seven (7) calendar days in advance of the meeting.
- g) The BRL-SLC is encouraged to develop a consensus about any proposed recommendations to the Board. Alternatively, a vote shall be held. Quorum is required in either case.
- h) Quorum for meetings shall consist of a majority (50% plus 1 person) of the current voting members of the BRL-SLC.
- i) BRL-SLC members shall abide by Municipal Conflict of Interest Act, disclosing any pecuniary interest in a topic, abstaining from discussion and voting on the topic, and refraining from influencing other members.
- j) Meetings shall normally not last for more than three hours.
- k) A BRL-SLC member (possibly on a rotating basis) shall prepare minutes of the meeting within one (1) week of that meeting. The minutes shall be circulated to all members and observers.

6. ADMINISTRATION

- a) The Board shall supply the BRL-SLC with a reasonable annual budget for the purposes of informing the public.
- b) BRL-SLC members shall be entitled to annual compensation for mileage for BRL-SLC business and meetings, as authorized by the Board at the current mileage rate paid by the Board.

7. AMENDMENTS

- a) Amendments to these Terms of Reference may only be made upon the recommendation of the BRL-SLC or the Board. No changes to these Terms of Reference shall be undertaken without approval of the Board or its successor.

Revision 0: approved 2005 July 25
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