

## **General**

1. The purpose of the Public Liaison Committee (PLC) shall be to:
  - Provide a forum for direct exchange between surrounding landowners, citizens at large and business interests, the MOE and the Township of Southgate concerning landfill and transfer site operations in the Township.
  - Review and provide recommendations on annual operational and monitoring, landfill site protocols and any other information that is pertinent to operations at the Proton, Dundalk and Egremont sites.
  - The purpose of the PLC is not to deal with the waste collection systems since citizen views on this will be obtained through periodic opinion surveys, system monitoring and the complaints procedures established by the Township.
  - Evaluate waste reduction ideas from the community and other municipalities
2. The PLC will act in an advisory role to the Township and will make formal recommendations to the Township and may choose to promote recycling, waste diversion and sustainable issues. These recommendations, along with any minority positions, shall be forwarded to the Township for consideration. The PLC shall not exercise any supervisory, regulatory or approval roles with respect to the operation of the site.
3. The Township shall maintain a list of current documents that govern the operation of the site. The PLC shall be entitled upon request to copies of records and documents in the Township's possession relevant to the site, except for such information as the Township is entitled to withhold from the public at large.
4. The PLC will review the Diversion Strategy on an annual basis.
5. The Chair of the PLC will make a brief annual letter report to Township Council outlining its activities for the previous year and any of its concerns relative to PLC functions outlined in this terms of reference.
6. The MOE shall be notified of any PLC meeting as soon as the meeting is called and may attend any meeting in an advisory capacity.
7. The maximum number of members on the PLC shall be no greater than seven (7).
8. A representative of the Township of Southgate will chair the initial meeting. A chairperson shall be elected by the membership of the PLC from voting members.
9. The Township will provide site information that the PLC will review.
10. The PLC will meet four times a year month or as requested by the Public Works Manager or the chair person.

## **Membership**

11. The PLC shall be comprised of a maximum of seven (7) members appointed as follows:
  - Member of the local business or ratepayers associations or citizens at large 6 members
  - Elected member of Township Council (Water and Waste, Committee Chairperson or alternate) 1 member
  - Township Staff member\* (Public Works Manager) 1 member
  - Other resource staff as required (Recording Secretary, Waste Department Leadhand, etc)\*

**Note:**\* *This PLC member has no voting rights.*

## **Procedures and Administration**

11. All meetings of the PLC will be open to the public with agendas and minutes prepared for the public record.
12. The Public Works Manager or his alternate must be present before a meeting of the PLC can be called to order.
13. A quorum of PLC members must be present in order for a meeting to be held. (See Rules of Order for PLC meetings). In all cases attendance will be taken and any reasons absent noted by the chair/vice chair in the meeting minute.
14. The Township shall provide funding, if necessary, and/or support services to offset administrative costs of establishing and operating the PLC, including meeting places and clerical services.
15. All members are entitled to a travel allowance for attendance at PLC meetings. Members will supply the PLC recording secretary with travel records.
16. The Townships' consultant may be asked to attend PLC meetings to make presentations or supply information as required.
17. Copies of the minutes of each PLC meeting will be distributed to the PLC members and the municipal Council on a timely basis.
18. The Township may remove any PLC member who misses three consecutive meetings without a valid reason approved by the PLC and recommended to council by the chair of the PLC.
19. The PLC secretary shall notify the member in writing once approved by council has been removed. If a member is removed, the Township will seek a replacement immediately.
20. The Township Council will review the Committee membership and its functionality from time to time and may add or remove members at Council's discretion.

## **Executive**

21. The PLC will elect a chair and vice-chair from its members.

22. The election of the chair and vice-chair shall be by open vote.
23. If a vacancy of the chair or vice-chair occurs, an election will be held.
24. The term of the chair and vice-chair shall be set at one year.
25. At the end of the each term, the chair and vice-chair may be re-elected to stand for office for subsequent terms with approval of a majority of the PLC members and Council.
26. The PLC chair and/or vice-chair shall act as liaison with the appropriate Township representatives appointed. They will be expected to attend committee meetings as requested in an advisory capacity to the Township.

***Rules of Order for PLC meetings***

27. An agenda and notice of meetings shall be prepared and distributed to each PLC member, Township representatives and the MOE, Owen Sound Office one week before the meeting.
28. A quorum will consist of half of the committee voting members, plus one. Active members shall be those considered to be in good standing by the PLC as per Sub-section 18 of these Terms of Reference.
29. The order of business shall be as follows:
  - Call to order Record attendance (meetings will be adjourned at this point if a quorum is not available.)
  - Confirmation of Agenda
  - Additions to the Agenda
  - Adoption of minutes of previous meeting (these minutes having been circulated to all members before the meeting)
  - Deputations from the public
  - Business arising from the minutes
  - Correspondence
  - Diversion Department Discussion Landfill Site Discussions
  - Waste Site Complaints
  - New Business Question Period
  - Confirmation of Next Meeting Action Items
  - Confirmation of the next meeting
  - Adjournment

**Motions and Procedures:**

30. The chair is in charge of the meeting. In the absence of the chair, the vice-chair shall preside. If both are absent, the members will appoint a chair from amongst them.
31. All questions, comments, motions, etc. will be addressed to the chair. Members wishing to speak will catch the chair's eye, and if there are two or more members wishing to speak, the chair will call upon the one who first caught her/his attention, and the chair may indicate the order in which the speakers may have the floor.

32. In many public and private forums, rules are in place to limit the number of times a person may speak on a subject, and the length of such speeches. The PLC is a much more informal body, so such limitations should not be necessary. However, it is the prerogative of the chair to limit the number of times a person may speak on a subject and/or the length of such speech if the situation so warrants, subject to the chair being over-ruled by a vote of a majority of those members present.
33. There must only be one substantive motion before a meeting at any one time. Motions shall be spoken clearly and when seconded, such a motion becomes the subject of debate. The chair may request that a motion be presented in writing. A motion may be withdrawn, but only with the agreement of the mover and the seconder.
34. A motion shall be decided by a majority vote: one member present, one vote. The chair has no vote except in the case of a tie vote. Once a vote is taken, the chair will declare the motion either "carried" or "lost". A motion "carried" becomes a resolution of the meeting.
35. A question, once decided, cannot be brought up again at the same meeting. A resolution may be rescinded by notice of intention being given at one meeting and dealt with at the next meeting.
36. A motion that has been "lost" cannot be introduced a second time at the same meeting. However, at the discretion of the chair, another motion of similar intent but differing in some particular manner may be entertained.