

**Orgaworld Organics Processing Facility
Ottawa, Ontario**

Public Liaison Committee

TERMS OF REFERENCE

1. BACKGROUND

1.1. Establishment of a Public Liaison Committee (PLC, Committee)

This is a Terms of Reference for the establishment and operation of a Public Liaison Committee (PLC) to advise Orgaworld Canada Limited (Owner) on the operation of the Orgaworld Organics Processing Facility (facility, Site), located at 5123 Hawthorne Rd. , Ottawa, ON.

Establishment and operation of the PLC is a voluntary initiative by Orgaworld, which is committed to a positive and constructive relationship with the general public and with the owners and tenants of properties located in the vicinity of the facility.

1.2. Approval of Terms of Reference

This Terms of Reference, and any future amendments thereto, shall be subject to review by the PLC and approved by the Owner and the District Manager of the Ministry of the Environment prior to its implementation.

2. NAME OF COMMITTEE

The PLC shall be named the “Orgaworld Advisory Committee (OAC)”.

3. MEMBERSHIP

3.1. Composition of PLC

PLC seats shall be available on the following basis:

- A representative of the City of Ottawa, Solid Waste Operations Branch.
- Two voting members representing the Owner. The representatives do not need to be the same persons for each meeting.
- The elected City of Ottawa Councillor from Ward 20-Osgoode.
- One representative from Ramsayville Road.
- One representative from Hawthorne Road.
- One representative from the Village of Greely.
- One representative of the owners of the Hawthorne Industrial Park.
- One representative of the Woodland Court Mobile Home Park (located off of Bank St.)
- One representative of a business located on Power Rd.
- One representative nominated by the Councillor, Ward 10-Gloucester-Southgate.
- One representative nominated by the Councillor, Ward 22-Gloucester-South Nepean.
- One Member at Large

3.2. Voting

Voting will occur by majority. In case of a tie vote, the Chair will have the deciding vote.

3.3. PLC Chair

Applications for candidates to serve as Chair of the PLC shall be solicited. The members of the PLC shall, by vote of a majority of members, elect the Chair of the Committee from the submitted candidate applications. The Chair shall serve at the pleasure of a majority of PLC members and the term of office shall coincide with his/her one-year term of membership, at which time it will be subject to renewal by a vote of a majority of PLC members. In accordance with Section 3.4, the Chair may serve for a maximum of three consecutive terms. In the interim, the Chair may be replaced at any time by a vote of the majority of PLC members.

The Chair shall vote only in the event of a tie vote (Section 3.3).

3.4. Terms of Office

All PLC members, with the exception of Orgaworld, shall serve for one year from their initial date of appointment. Members will be able to serve for a maximum of three consecutive terms. Representatives from Orgaworld will not have a maximum term.

3.5. Replacement of Members

Members may be replaced on an as-needed basis as a result of resignation or incapacity. Members may be removed from the PLC by a vote of a majority of PLC members or subject to articles 5.5 and 5.6.

Should the situation arise where all current PLC members are due to be replaced at the same time as the result of maximum terms of office, three members of the Public nominated by the PLC shall be permitted to extend their term of office by a maximum of one year to preserve the PLC's knowledge and continuity.

4. FREQUENCY AND NOTICE OF MEETINGS

The PLC shall meet once every month for the period up to the commencement date, and thereafter quarterly during the first operating year. Commencing as of the second operating year, the PLC may determine an appropriate meeting frequency which may be adjusted over the term, but in any event shall be no less than once per operating year.

Notice of meetings will be communicated to members of the Orgaworld Advisory Committee via email. Agendas and minutes of meetings will be posted on the Orgaworld Canada web site.

5. CONDUCT OF MEETINGS

- 5.1. A quorum shall consist of six (6) voting members of the PLC.
- 5.2. Orgaworld shall provide for the meeting venue, arrange for the timely preparation and distribution of meeting agenda and meeting notes, and make such available to others on request.
- 5.3. Part of each PLC meeting shall be made available to hear questions, comments or written or audio-visual presentations by members of the public pertaining to the operation of the facility. Written or formal presentations by delegations must be submitted to the Chair at least one (1) week in advance of the scheduled meeting date. Delegates to the meeting will be limited to a maximum ten (10) minute presentation.
- 5.4. All PLC meetings shall be conducted in public and shall be open to any member of the public, interest group or agency having a legitimate interest in the operation of the facility.
- 5.5. Respect and courtesy shall be observed by all PLC members at all times during meetings. Discussion and debate shall be confined to the agenda and those matters that are within the mandate of the PLC.
- 5.6. If any member of the PLC or the public is disruptive at a meeting, the Chair has the authority to ask that person to leave the meeting place. If the person refuses to leave, the Chair shall terminate the meeting and, at his/her discretion, call for assistance from the police.

6. MANDATE

- 6.1. The purpose of the PLC will be to provide for regular communication between the major stakeholders, to identify and remedy issues in a timely and cooperative manner, to enable development of goodwill initiatives with the community, and to establish networks and relationships that will help to sustain the facility.

As stipulated in the Certificate of Approval, the Owner shall take all reasonable steps to establish, maintain and participate in a Public Liaison Committee (PLC), which shall serve as a forum for dissemination, consultation, review and exchange of information regarding the operation of the Site, including environmental monitoring, maintenance, complaint resolution, and new approvals or amendments to existing approvals related to the operation of this Site.

The PLC shall not exercise any supervisory, regulatory or approval functions in connection with the facility or its operation.

For the purposes of carrying out its mandate members of the PLC shall have reasonable access to the facility during regular business hours, subject to health and safety requirements and the fair and reasonable availability of representatives of the Owner to accompany PLC members while on-Site. Members are asked to confirm their intention to visit the plant ahead of time.

6.2. The PLC's responsibilities shall include:

- Hearing deputations from any member of the public pertaining to facility operations.
- Reviewing for its purpose necessary technical documents pertaining to the operation of the facility. Technical documents are those documents which are not considered proprietary by the Owner. Documents deemed proprietary are considered to be confidential and as such are not available for review.
- Acting as a liaison between and among the public (including owners/tenants of properties around the Site), the Owner and the Ministry of the Environment.
- Making recommendations to the Owner on a procedure for receiving and promptly responding to complaints and concerns about the facility.
- Recording the minutes of PLC meetings.
- Reviewing and providing comments on the Annual Operating Report submitted by the Owner to the Ministry of the Environment.

7. AMENDMENT TO THESE TERMS OF REFERENCE

These terms of Reference may be amended from time to time by approval of a majority of members of the PLC and with approval of the Owner.

8. ADMINISTRATIVE COSTS FOR THE OPERATION OF THE PLC

The Owner shall provide for the reasonable administrative costs of operating the PLC including the cost of meeting place rental, clerical services, including advertisement of meetings, refreshments. If the PLC wishes to incur any exceptional one-time costs from time to time the PLC shall submit such cost proposals to the Owner.