



GFL DELTA ORGANICS

TERMS OF REFERENCE OF THE PUBLIC ADVISORY COMMITTEE

MISSION STATEMENT

The Public Advisory Committee (PAC) is a committee comprising the public, community and the Management of GFL Delta Organics (the Management) and advises Management on issues of community concern or interest on the organics facilities and services including negative and/or related facility impact mitigation; community outreach activities and strategies; community grants and policies; and environmental sustainability initiatives. The PAC will serve as a focus group and resource for GFL and community members on issues of mutual concern regarding safety, health, and the environment.

GOALS

The goal of the PAC will be to enhance community engagement, education and understanding as it relates to GFL Delta Organics facilities and operations and to assist the company as it works to fulfill obligations. To achieve this goal the PAC will:

1. Evaluate existing programs and protocols and provide recommendations on strategies regarding bird and gull control, odour management, traffic safety, debris management and other negative impacts of concern as identified by the Management or PAC.
2. Evaluate existing programs and protocols and provide recommendations on strategies regarding public consultation, community outreach events and programs, local economic development and other community-oriented strategies as identified by Management or PAC.
3. Evaluate existing programs and protocols and provide recommendation strategies regarding community partnerships, community grants and policies as identified by Management or PAC.

SCOPE

The PAC works to develop an understanding of GFL Delta Organics' activities as they affect neighbouring communities for the education of all concerned citizens.

The PAC will work as an advisory body and may make recommendations to the Management. The PAC is not empowered to give direction regarding GFL Delta Organics finances, operations, or public and stakeholder relations.

The PAC does not supersede regulatory functions, local government controls, or other government procedures that are in place for public safety, health, and environmental protection. Nor does the PAC replace ongoing involvement between GFL Delta Organics and the surrounding community.

APPENDIX

PAC Size and Membership

PAC Members will comprise representatives of local community groups, an indigenous representative, municipalities and GFL Delta Organics and individuals who reside in the area.

The size of the PAC will be determined by members and will be sufficient to allow participation at meetings by all members, support informative discussion and ensure adequate numbers for decision making at meetings.

At least one PAC member will represent youth in the community, of an age of 25 or under. PAC member candidates will choose to appoint additional members based on need for specific expertise.

The Chair of the PAC will report to the management of GFL.

The quorum at any meeting of the PAC is a majority of its members.

Term of Office

PAC appointments will be through a competitive and advertised process with three (3) year terms. Appointment terms will be offset to permit continuity in PAC consultations and deliberations. At least two (2) members of the inaugural PAC will be re-appointed for two (2) year appointments. New appointments will be made for three (3) year terms.

Committee members must make a commitment to attend the majority of meetings. The committee may vote to remove a member who fails to participate.

PAC Meetings

The PAC will meet approximately four (4) times during the year. Additional meetings will take place only via approval of Management.

1. Decision-Making Process

As the PAC's functions are advisory and not executive, decisions will be made by consensus as much as possible. Dissenting opinions will be documented if consensus cannot be reached.

2. Meeting Dates

Meetings are to be held quarterly. Specific meeting dates are established by the Chair in consultation with PAC members.

3. Agenda

When possible, the agenda for the next meeting will be given to members two weeks prior to meeting. Every agenda will include updates from GFL Delta Organics and PAC Members and will provide opportunity for participants to identify new issues for discussion.

Operational Support

GFL Delta Organics will provide a meeting place for the PAC at its offices. GFL Delta Organics will also store PAC records and documents and provide staff / administrative support for its meetings.

Budgets for the PAC will be set by Management, through the normal budget approval process, and expenses will be approved through the Management.

PAC member expenses in the execution of their duties will be reimbursed, in accordance with GFL Delta Organics policies.

Expenses

The cost of facilitation, meeting space and refreshments are paid by GFL Delta Organics. Compensation for direct expenses (e.g., postage photocopying) will also be paid for by GFL.

PAC members will be paid per diem, or part thereof, to a minimum of half-a-day, for attending PAC meetings, and other Management-approved events and visits. The per diem rate will be set by the Management.

Evaluation

PAC members will evaluate PAC processes, objectives, achievements, on an annual basis.

Confidentiality and Code of Conduct

All members of the PAC are subject to the GFL Delta Organics Ethics and Code of Conduct Policy and will adhere to applicable provisions surrounding confidentiality and general conduct.

The Chair can remove a PAC member if the member violates the Ethics and Code of Conduct Policy.