

CHEMTURA PUBLIC ADVISORY COMMITTEE TERMS OF REFERENCE

The Chemtura Public Advisory Committee was established in order to address historical, current, and potential future environmental concerns with the operations of Chemtura Canada Co./Cie in Elmira, and to provide information and make recommendations to the Council of the Township of Woolwich.

In response to a request from the Regional Director of the West Central Region of the Ministry of the Environment, the following groups and community representatives in Elmira agreed to form an independent public advisory committee for purposes of relating to environmental matters at Chemtura Canada Co./Cie. in Elmira.

The Committee, shall strive to conduct itself in a professional, proactive and positive manner, as laid out in Principle 11 of the Township Code of Conduct Policy. The Committee will work on behalf of the Township of Woolwich, and more specifically the residents of Elmira. The Committee will make quarterly presentations to Council and consult with Council on issues of major significance.

The purposes of the Committee are as follows:

- to provide a forum for the Ministry of the Environment and Chemtura Canada Co./Cie. to present information, proposals and regular updates on the status of environmental issues originating from the Chemtura Canada Co./Cie. property, as well as any related matters, to concerned groups and community representatives;
- to provide a forum for staff of the Grand River Conservation Authority, the Regional Municipality of Waterloo, and other regulatory bodies as needed to share their concerns and ask questions;
- to provide a forum for the Ministry of the Environment to conduct public consultation;
- to provide a forum for concerned groups and community representatives to share their concerns with the committee;
- to monitor the issues and activities related to environmental matters at Chemtura Canada Co./Cie.;
- to provide information to the public on a regular basis;
- to make recommendations and lobby the Ministry of the Environment and Chemtura Canada Co./Cie. on behalf of the community.
- to advocate for the establishment of DNAPL and Long Range Workplans.

The Committee shall be structured as follows:

1. Each of the following shall be entitled to single representation on the Committee with one vote. Best efforts should be made to recruit representatives from the sectors listed:
 - Township of Woolwich
 - Health Community
 - Other Environmental Groups (2)
 - Service Clubs (2)

plus:

- Four (4) individual members at large from the community

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In the event full representation is not received from any of the above mentioned, additional members of the community may be added to a Committee membership maximum of twelve (12).

2. The following will be invited to be non-voting participants:
 - Township of Woolwich – Secretariat Support
 - Regional Municipality of Waterloo - i) Water Services Division
ii) Community Health Department
 - Chemtura Canada Co./Cie.
 - Ministry of the Environment
 - Grand River Conservation Authority
 - Others as required from time to time including hydro-geologists, Region of Waterloo Staff, and Grand River Conservation (GRCA) Staff
3. The Committee shall consist of the following technical working groups. Meeting from time to time as needed, the purpose of these groups will be to review ongoing technical reports, ask questions, identify problems, and make recommendations to CPAC as appropriate. Meetings should take place at a Township facility whenever possible, and the meeting dates and times should be advertised on the Township website and local newspaper. Members of CPAC will be assigned to these groups with public representation as required. In the interest of improving communication best efforts should be made to ensure that the Public Education Group has sufficient resources. Other groups can be formed as needed.
 - Soil and Water
 - Air
 - Public Education
4. If during the 4-year term a Committee member resigns, the Township of Woolwich shall approve additional members to CPAC following consultation with the Committee.
5. The Township of Woolwich shall appoint an Executive composed of a Chairperson, a Past-Chair, Vice-Chair, Secretary-Treasurer and the Chairs from each technical working group, and that these appointments may be made following consultation with the Committee.
6. Committee members shall be elected for a 4-year term to coincide with term of Council, and can be re-appointed for additional terms.
7. Technical working groups will meet as needed, with the full CPAC convening at least six (6) times a year.
8. A quorum for a committee meeting shall be a majority of the voting member groups. A two-thirds majority of all the voting member groups on the Committee is required to:
 - i) Formulate a recommendation concerning proposed amendments to the Terms of Reference, including membership on the Committee;
 - ii) Identify positions or recommendations as “Committee Positions” or “Committee Recommendations”.

9. A simple majority of all the voting member groups is required to transact all other business.
10. Members or member groups who vote against “Committee Positions” or “Committee Recommendations” may, either jointly or individually, issue “Minority Positions” or “Minority Recommendations”.
11. The Chairperson shall be a voting member of the Committee.
12. The Executive may call a meeting of the Committee with ten (10) days notice unless a two-thirds majority of the Committee waives this notice requirement. Meetings should be scheduled in the evening whenever possible to ensure sufficient representation from all sectors is received. Meeting dates, time and locations should be advertised at least two full weeks prior to the meeting date.
13. All Committee and technical working group meetings shall be open to the public and the media. Closed sessions can be held, but only for matters that are permissible under the Municipal Act. Notice of all CPAC meetings will be advertised in the local newspaper and website.
14. Funding will be necessary for administrative support, public communication, and technical and legal advice.
15. These Terms of Reference will be reviewed at the end of each 4-year term or at a time of Municipal restructuring.

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