



Dufferin Aggregates  
2300 Steeles Ave W, 4<sup>th</sup> Floor  
Concord, ON L4K 5X6  
Canada

**Terms of Reference  
Paris Pit Community Advisory Panel (CAP)  
April 2012**

Mission

- Provide, encourage and facilitate two-way communication between local residents/regional stakeholders and Dufferin Aggregates on operations.
- Educate stakeholder groups and the community on the importance of aggregate in our society.
- Maintain/improve relationships with neighbours and community organizations.

Selection of CAP Members

- Members identified by Dufferin Aggregates for the Committee are required to:
  - Live, operate a business, or have some connection to the local area.
  - Be available to attend quarterly, or more often as required, meetings (N.B. The schedule will be determined by the CAP).
  - Be able to act as a conduit for information and feedback on behalf of the "constituency" which they may represent.
  - Be willing to relay information provided from the public or other interested parties back to the CAP.
- The CAP should not exceed 10 members, unless decided otherwise by current members and Dufferin Aggregates.
- Requests for the addition or removal of members should be submitted to Dufferin Aggregates for consideration and will be shared with the full CAP for discussion. All members are volunteers.
- There is no remuneration for participation; however expenses such as mileage will be reimbursed.

Role of CAP Members

- Serve in an advisory capacity only.
- Review and analyze current and new information pertaining to the Quarry/Sand & Gravel Pit for the purpose of providing comments to Dufferin Aggregates.
- Coordinate and share information with stakeholders, including not-for-profit organizations, government representatives, and other interested parties, to facilitate an ongoing dialogue between local residents and Dufferin Aggregates. Dufferin Aggregates will provide the necessary assistance to prepare and distribute this information.
- Meet quarterly, or more often (as determined by the CAP).



## Meeting Protocol

- Meetings will occur quarterly, or more often as required and requested by the CAP.
- CAP members will have an opportunity to contribute to the content of the agenda.
- Meetings will be open to the public to attend as observers, or as determined by the CAP.
- There will be an opportunity for members of the community to address the CAP, in which case they will be added to the agenda during the allotted "Open Forum" session.
- All meetings will be held at an accessible location and in a room that is big enough to accommodate members of the community, as required.
- Dufferin Aggregates will be responsible for paying the fees for room rental and refreshments at the meetings.
- A professional facilitator will moderate the CAP meetings.
- Minutes will be taken by a member of the facilitation team.
- Any agenda items not discussed during a meeting will be addressed at the next meeting.
- Meeting minutes will be circulated to the CAP for revisions by email within five business days after each meeting. CAP members have up to ten business days to make and return any revisions.
- A final version of meeting minutes, incorporating revisions from the CAP members, will then be re-circulated to all members for approvals. The CAP has up to four business days to provide additional revisions, if any. Otherwise, the minutes will be considered approved.