

Aldershot Quarry Community Liaison Committee (AQCLC)

Terms of Reference

1. Mandate

The Aldershot Quarry Community Liaison Committee (AQCLC) is group comprised of community stakeholders, city staff and Quarry representatives to provide a forum for discussion, information sharing and action around the Meridian Quarry activity in the Aldershot area of Burlington.

2. Purpose

The AQCLC provides an opportunity for respectful dialogue between stakeholders to share questions, concerns, ideas, and new information related to the Quarry's ongoing activities.

The committee is also an opportunity to identify agreed-upon action items by any stakeholders.

Note: Any advocacy activities for or against the Quarry's activity rest solely with external organizations - this committee is not an advocacy group.

3. Member Selection

Membership will be comprised of:

- Mayor Meed Ward, City of Burlington
- Ward 1 Councillor Kelvin Galbraith, City of Burlington
- Ward 3 Councillor Rory Nisan (based on quarry activity taking place in his ward)
- Mike Greenlee, Customer Experience Manager-Business Development, City of Burlington
- 2 representatives from Meridian Quarry – to be recommended by Meridian Quarry
- 2 representatives from Tyandaga Environmental Coalition – to be recommended by Tyandaga Environmental Coalition
- 1 representative from BurlingtonGreen – to be recommended by BurlingtonGreen
- 1 representative from Conserving Our Rural Ecosystems (CORE) Burlington – to be recommended by CORE
- 1 representative from Protecting Escarpment Rural Land (PERL) – to be recommended by CORE
- 1-2 citizen representatives from the Burlington community – to be appointed by a subcommittee of the Mayor, Ward Councillor and Customer Experience Manager based on a call for expressions of interest from the community.
- Secretary from the Mayor/Councillor's office (non-voting)
- Ex Officio Tim Comisso, City Manager (optional attendance, not counted for quorum).

Additional members can be considered and added with committee approval.

Representatives from the Ministry of Environment, Conservation and Parks and Ministry of Natural Resources and Forestry will be invited to each meeting.

4. Meeting Roles & Responsibilities

Chair: The meetings will be co-chaired by Mayor Meed Ward and Councillor Galbraith who will oversee setting the agenda and providing advance materials, calling the meetings to order, turning the meeting management to the facilitator, and closing the meeting with a summary of next steps.

Secretary: A member of the Mayor's team or Councillor Galbraith's team will be present to take minutes during the meeting and distribute said minutes to members in a timely manner afterward. The secretary will also forward agendas and any supporting materials in advance of each meeting, and send calendar invites with virtual connection details. Until further notice, all meetings will be conducted on a virtual platform (Zoom or Teams).

Facilitator: An impartial and trained facilitator appointed by the City of Burlington (TBD but ex: Stephanie Venimore) will move the meeting through the agenda and ensure respectful dialogue occurs, with reasonably equal speaking time be provided to all participants who wish to contribute to the conversation.

5. Meeting Schedule

The AQCLC will meet virtually or in person at minimum twice annually, with the option of additional meetings should they be mutually agreed upon by members. Meeting invitations will be sent out several months in advance and will be estimated to be approximately 90 minutes in duration unless the agenda warrants otherwise, and schedules can accommodate.

6. Meeting Protocol

The agenda will be distributed by the Secretary one week prior to each meeting. Agenda items for discussion are due to the Mayor's and Councillor's office two weeks prior to each committee meeting (one week prior to agenda going out).

Items for discussion that are raised after the agenda is circulated will be addressed under "Other Business" if time permits.

Meetings shall be attended by members listed above, with the option to invite additional guests as relevant and when agreed upon by all members.

Meetings will be closed to the public, but minutes and highlights will be shared publicly via the Mayor and Councillor's digital media properties and/or newsletters and free to be shared by all members as well.

Meetings will generally follow the rules of meeting decorum and order as set out in the Burlington Procedure By-law (which are based on Roberts Rules of Order), unless otherwise stated in this document.

It is expected that all members conduct themselves in a manner that is respectful and productive, focused on the exchange of information and ideas, and any mutually agreed action items.

At the end of the discussion, the Chair will summarize comments and agreed-upon next steps.