

# Community of Ryley Clean Harbors Community Relations Liaison Committee

## **TERMS OF REFERENCE**

(Based on November, 2012 Memorandum of Understanding (MOA) between Clean Harbors and Village Council)

### **MANDATE**

In 2012, Clean Harbors made a presentation to the Village of Ryley Council on the subject of improving community relations between Clean Harbors, Village Council, the village and larger community residents. At that meeting, Clean Harbors suggested that community relations could be best achieved and maintained through the formation of a volunteer group, **whose mandate would be to meet regularly, examine issues of concern, share dialogue and make decisions on the proposed funding.**

### **CLEAN HARBORS COMMITMENT**

In pursuit of its desire to be a good neighbor, Clean Harbors is committed to enhancing the personal well-being of all citizens within the Village of Ryley and the surrounding community by ensuring that recreational and leisure opportunities continue to be available within the region.

Clean Harbors wishes to facilitate a degree of financial stability for the Village of Ryley in its planning, construction, maintenance and operation of such recreational and leisure facilities and in its provision of community resources and programs which enhance the overall general well-being of residents and have therefore committed to a financial plan for that purpose. Clean Harbors has agreed to contribute a maximum of \$75,000.00 per fiscal year to the Village of Ryley for that purpose. As per the MOA, this sum may change, pending the outlined process of notification.

### **COMMITTEE MEMBERSHIP**

Clean Harbors and the Village of Ryley will establish a Community Relations Committee to be made up of representatives to be chosen by each party.

To best achieve the mandate of this committee, it is recommended that the committee be comprised of two elected officials/employees of the Village of Ryley, two members/employees from Clean Harbors, and three public members.

It is further recommended that the members of this Committee may not be anyone in a conflict of interest position, and that membership may include at least one member from the surrounding area, outside of the Village boundaries.

The public members will be solicited through current members, the public at large and through advertising conducted in the Village's monthly communication brochure, as well as online.

It is further recommended that membership be on a rotation basis to ensure knowledge transfer and consistency. The elected officials may ensure rotation simply through the election process. Therefore the term of at least two members at large should overlap for the first complete year after an election.

### **TERM OF MEMBERSHIP**

The term of membership shall be for a minimum of two years and a maximum of 6 years. The exception to this shall be the member/s from Clean Harbors, who shall set their own term.

## **MEETINGS**

All meetings will be chaired by a chairperson elected from within the committee.

A meeting quorum shall be four members of the community relations committee.

Most decisions will be made by consensus; however, decisions pertaining to the distribution of funds shall be made by motion and proclaimed through a vote that is carried.

Committee meetings will be scheduled by the committee on a quarterly basis, unless otherwise passed by motion of the committee.

Members are expected to be open-minded and respectful of the opinions and views of others.

## **ROLES & RESPONSIBILITIES**

Committee members will engage in open dialogue, share ideas and concerns from the community, to assist with provision of information that will help provide the structure and progression of future plans and relations with Clean Harbors and the community.

The Committee shall determine which recreation, leisure, community resources and programs should receive all or a portion of funds that Clean Harbors wishes to contribute to the Village of Ryley under Section 6 of the November, 2012 MOA. (A copy of which is attached)

The committee shall operate informally. Village Council has agreed to provide a staff member to attend meetings to provide secretarial support (i.e. distribution of the agenda, recording and scripting of minutes, and any other supports as required from time to time). The Village Council, in conjunction with Clean Harbors, further agrees to inform the public with timely updates, concerning the distribution of funds to various facilities and causes.

As per section 4 of the MOA (November 1, 2012), should any irreconcilable dispute arise on a decision to be made by the Committee, the Council for the Village of Ryley shall have sole and final authority to make any or all such decisions of the Committee on the allocation of the donated funds.

## **DISTRIBUTION OF FUNDS**

The funds for projects, facilities and programs, as outlined in section 6 of the MOA, are to be separate from projects, facilities and programs which are the responsibility of the Council of the Village of Ryley.

The funds will be distributed to groups/organizations/committees that have equivalent status, have banking privileges, and are able to receive the funds.

## **AMENDMENT / MODIFICATION**

These Terms of Reference may be amended in writing, following a motion made at a regular committee meeting.