

**ArcelorMittal Dofasco  
Community Liaison Committee  
Terms of Reference (Revision 2: July 2013)**

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**Purpose**

The ArcelorMittal Dofasco (“AMD”) Community Liaison Committee (CLC) is a forum for the dissemination, review and exchange of information related to the environmental impact of the operations of AMD’s facilities in Hamilton.

**Membership**

The CLC will have a maximum of 20 members including:

<b><i>At least 5</i></b>	<b><i>Citizen Representatives</i></b>
<b><i>At least 10</i></b>	<b><i>Community Stakeholder Representatives</i></b>
	Bay Area Restoration Council
	City of Hamilton Public Health Services
	Clean Air Hamilton
	Environment Hamilton
	Hamilton Chamber of Commerce
	Hamilton Conservation Authority
	Hamilton Harbour Remedial Action Plan
	Hamilton Port Authority
	McMaster University
	Mohawk College
<b><i>1</i></b>	<b><i>ArcelorMittal Dofasco Representative</i></b>
	General Manager, Environment
<b><i>1</i></b>	<b><i>Ontario Ministry of the Environment (MOE) Representative</i></b>
	District Manager, Hamilton District Office

The Chair will be nominated by the CLC at the first meeting of each year, preferably an independent Chair (i.e. not the AMD or MOE representative).

Committee membership shall be reviewed at the first meeting of the CLC each calendar year, or at the request of a Member. The membership list is intended to be flexible and can be amended by the CLC. Members may notify the Chair of a designate to attend on their behalf.

A constituted meeting requires 9 members in attendance. Any issue requiring a vote of members requires at least 11 members to vote. Voting may be implemented by e-mail response to the Chair who will report voting results to the Committee.

**Chairperson: Duties, Roles and Responsibilities**

Ensure that meetings are conducted in an efficient, professional and collaborative manner;

Inform members by e-mail when presentations and meeting minutes are posted on the AMD website.

**Members: Duties, Roles and responsibilities**

Treat all information discussed in a professional and appropriate manner.

Be respectful of the opinion of each member.

Actively engage in a positive dialogue when reviewing any matter before the CLC.

Endeavour to fully understand any matter discussed to enable a fully-informed discussion.

Endeavour to communicate meeting information with their own stakeholder groups.

Propose topics for discussion at future meetings.

**Meetings**

Meetings will be held quarterly, at times and locations to be most convenient for all members.

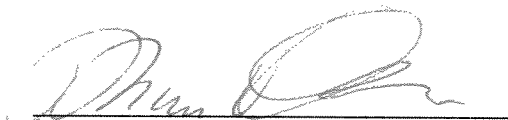
Meetings will be open for public comment, with the exception of an *in camera* session at the end of each meeting to enable the Committee to address governance issues or any specific issue raised by a member.


Meetings will be advertised to the public on the AMD website.


AMD shall assume all administrative costs of the meetings.


**Effective Date and Acceptance**

The Terms of Reference for the CLC become effective on the date by which they are accepted by the members of the CLC as evidenced by the following signatures:

  
for the Citizen Representatives  
Name: Martha Allan

  
for the Community Stakeholder Representatives  
Name: Marilyn Baxter

  
for ArcelorMittal Dofasco  
Jim Stirling  
General Manager, Environment

  
for Ontario Ministry of the Environment  
Geoffrey Knapper  
District Manager, Hamilton District Office