

**Municipal District of Peace No.135
Community Advisory Committee (CAC) for Gravel Pit Operations**

TERMS OF REFERENCE

PURPOSE	To review, address and provide communication on all matters relating to sand and gravel extraction and processing in the M.D. of Peace No. 135 and its impact on the community.
REPORTS TO	M.D. Council
ROLES & RESPONSIBILITIES	<ol style="list-style-type: none">1.1 Provide communication toward issue resolution between the public and industry.1.2 Serve as a resource for public information.1.3 Promote community understanding and best practices of sand and gravel extraction and processing activities, including but not limited to groundwater, safety, environmental and operating standards.1.4 Track and report on complaints.1.5 Identify and celebrate successes.
MEMBERSHIP	Up to 5 Public Members Up to 5 Gravel Pit Operators 2 Council Members (1 M.D. of Peace, 1 Town of Peace River)
TERM OF OFFICE	Public Members appointed for a three year (calendar) term by resolution of Council. Public Members may serve more than one consecutive term. Council Members appointed annually at the organizational meeting. Council may request the resignation of any Committee Member at any time prior to the expiry of the member's term of office, and any member of the Committee may resign at any time upon sending notice to the C.A.O.
CHAIRMANSHIP	Chairman to be selected by the Committee Members annually at the first meeting of each new year. A Vice- Chair may be selected at the same time.
MEETINGS	Time and date set and approved by the Committee Members. Meetings should be held in the spring and again in the fall to coincide with the gravel season, or as the need arises.
GOVERNANCE	Three (3) public members plus at least one member from each of the industry and government sectors to be in attendance to constitute a quorum. Decision making technique will be by consensus. The CAC will work toward consensus agreement. When consensus is not achieved after reasonable efforts are made, the range of views on the topic will be noted in the meeting notes. Meeting agenda, minutes and all related correspondence will be emailed to Committee Members at least 5 days in advance of the Committee meeting.

Communication outside of committee will take place through the Chair in consultation with the C.A.O.

Feedback will be provided through recommendations to Council. C.A.O. is to ensure Council receives updates on all decisions made by the Committee. All decisions referred to Council will be reported back to the CAC.

REMUNERATION

Remuneration and traveling expenses for Public Members only shall be determined by the M.D. of Peace and may be revised by Council from time to time.

Remuneration and traveling expenses for Council members shall be paid in accordance with the respective municipality's remuneration policy.

**ADMINISTRATIVE
RESPONSIBILITY**

The M.D. of Peace C.A.O., or designate, and M.M.S.A. staff will provide support and resources to the Advisory Committee as required. This includes the recording of meeting notes.

REVIEW

Committee Members to review the Terms of Reference annually.

AMENDMENT PROCEDURE

Correcting clerical, grammatical and typographical errors can be made by Committee Members. Changes to roles and responsibilities need to be approved by resolution of Council.

ENACTMENT

Upon approval by resolution of Council.