

**Community Advisory Panel**  
**Chemtrade Logistics, ERCO Worldwide,**  
**Univar Solutions & GFL Environmental**  
**Terms of Reference**  
*(Updated February 2022)*

***Mission Statement***

The Community Advisory Panel (CAP) to Chemtrade Logistics, ERCO Worldwide, Univar Solutions and GFL Environmental provides a forum for the open and mutual exchange of ideas and concerns between the companies and the community. It serves as a focus group and resource for the companies and community members on issues of mutual concern including safety, health, and the environment.

***Members***

CAP members comprise representatives of local community groups, the companies, the North Shore municipalities and individuals who reside in the area. The CAP includes any member of the community who wishes to participate in achieving CAP goals while respecting the agreed upon Guiding Principles and Terms of Reference.

***Goals***

1. To review plant operations and related municipal plans, discuss concerns directly with company and municipal representatives and provide a forum for education of CAP members on matters of mutual interest (CAP meetings, participation in Responsible Care Audit programs, evaluation of Community Awareness and Emergency Response Codes of Practice (CAER), plant tours, presentations by experts)
2. To provide advisory input to the companies on matters such as:
  - communications with the community (information meetings, brochures, media releases, ads, web pages, annual reports, surveys),
  - actions to address specific community concerns,
  - company plans affecting community health, safety and environment,
  - promoting the Responsible Care ethic amongst other industries in the community,
  - supporting enhanced community emergency preparedness, particularly with regards to hazardous chemical accidents at the plants, and
  - as determined by the CAP members, to support implementation of initiatives related to these matters.

***Scope***

1. The CAP works to develop an understanding of the companies' activities as they affect the neighboring communities for the education of all concerned citizens.
2. The CAP, convened under the Chemical Industry Association of Canada Responsible Care Codes, expects that:
  - These Codes will be respected by the companies' "parent" and/or "subsidiary" companies in all their dealings with the community, and
  - Whenever possible, the CAP will be utilized for Responsible Care initiatives within its terms of reference.

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3. The CAP does not usurp regulatory functions, local government controls, or other government procedures that are in place for public safety, health and environmental protection. Nor does the CAP replace ongoing involvement between the companies and the surrounding community.
4. For additional information on the functioning of the CAP, refer to the Appendix.

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**APPENDIX**

***CAP Size and Membership***

The size of the CAP will be determined by members and will be sufficient to allow participation at meetings by all members, support informative discussion, and ensure adequate numbers for decision making at meetings. Involvement of those with a wide range of positions and perspectives on the risks and benefits of company operations as they relate to the community will be encouraged. Individuals with expertise in specific areas will be invited to present to the group as required. Guests and visitors are welcome.

***Term of Office***

CAP members shall determine their own term of involvement.

***CAP Meetings***

***1. Facilitation and Decision-Making Process***

Meetings are chaired by a designated facilitator. As the CAP's functions are advisory, not executive, consensus decisions are arrived at as much as possible. Dissenting opinions are clearly documented when consensus is not reached. If required, Robert's Rules are used informally.

***2. Meeting Dates***

The meetings are held approximately every six weeks, from September to June. Specific dates are established by the facilitator in consultation with CAP members.

***3. Agenda***

When possible, the agenda for the next meeting will be set before the end of each meeting. Every agenda will include updates from Chemtrade Logistics, ERCO Worldwide, Univar Solutions, GFL Environmental, the North Shore Emergency Management Office and CAP Members, and will provide opportunity for participants to identify new issues for discussion.

***Expenses***

The cost of facilitation, meeting space, and refreshments are paid by Chemtrade Logistics, ERCO Worldwide, Univar Solutions and GFL Environmental. Compensation for direct expenses (e.g., postage, photocopying) will also be paid for by the companies.

***Evaluation***

CAP members will evaluate CAP process, objectives, achievements and facilitation annually.