

**PUBLIC LIAISON COMMITTEE (PLC)
CANA WASTEWATER TREATMENT PLANT
CLASS ENVIRONMENTAL ASSESSMENT**

**Terms of Reference
February 18, 2010**

A Public Liaison Committee (PLC) is being established to ensure information is provided to residents or businesses in a timely, easily understood and efficient manner. The PLC should meet prior to each open house to provide feedback to the engineering team on consultation activities and study findings. The PLC should be established as soon as possible and prior to the first open house.

Responsibilities of the PLC will include

- Providing input on consultation activities to ensure that community information needs are met;
- Providing input on information to be presented at each open house and reviewing the consultation reports completed after each PLC and open house; and
- Attending public open houses to provide a strong link between the engineering team and the residents or businesses of the area surrounding the Cana WWTP.

Terms of Reference for PLC

Time Commitments:

- Members of the Public Liaison Committee will be expected to attend at least three meetings during the 7 month Study duration. PLC meetings are expected to last approximately two hours. PLC members are also encouraged to attend the two proposed Public Open Houses. Open Houses generally last at least two hours.

Responsibilities:

- Members will be expected to provide feedback on the consultation process, review and provide comments on the reports developed after each open house, and act as a steering committee for consultation activities.

Qualifications:

- Members should be credible, active participants in the local community and have a strong interest in the future of the City of Kingston.
- Where the representative is a member of a particular local organization, such as a community association, the representative should be chosen by the organization and be a member in good standing.

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PLC Size and Membership

While Utilities Kingston welcomes all who are interested in the project, there is a need to ensure broad input and enable productive meetings. Members from the community will encompass four broad categories and, if necessary, be limited in numbers generally to:

- One or two representatives from the local community (business or residential)
- One or two representatives from the Cana subdivision
- One or two residents at large.

Selection

Where the number of interested participants is greater than the above stated targets, a review of applications will be completed, as found on the attached "Selection Criteria for PLC Members." Those individuals who score the highest will be invited to participate on the PLC. All who express an interest will be provided opportunity at the Public Open House Meetings and through the feedback forms to provide valued input. If there are insufficient interested individuals from one broad category, Utilities Kingston may choose to offer an opportunity to other interested applicants.

We thank you, in advance, all who are interested and submit applications. We will contact each individual who expresses interest.