

**Terms of Reference & Mandate for the
Community Environmental Liaison Committee**

April 10, 2003

1. Mandate

The Community Environmental Liaison Committee (“CELC”) for the Bennett Environmental Inc. Thermal Oxidizer Project developed the following mandate:

“To provide an equitable forum to share information and provide community input and recommendations regarding effective mitigation and effective monitoring of health, community and environmental effects of the Project.”

2. Membership – Community Environmental Liaison Committee

The Committee shall be made up of the following individuals, including two Co-Chairs and not limited to:

- 1 representative from the Village of Belledune (i.e. Mayor)
- 1 representative from the Belledune Regional Environment Association
- 1 representative from the Bathurst Sustainable Development and/or Chaleur Bay Watersheds
- At least 1 typical citizen of the community of Belledune
- 1 representative from Heavy Industry in the Belledune area
- 1 First Nations representative
- 1 representative from the local Health Unit, or medical practitioner in private practice
- 1 representative from Bennett
- 1 representative from the Maritimes Fishermen’s Union
- And perhaps one or two other members

The two Co-Chairs shall be joint with a member from the community and a member from the Project Team.

In addition, a representative from the Department of Environment and Local Government (DELG) may be available as a resource to the Committee upon a request to the Department.

3. Meeting frequency, time and location

The Committee shall set its own meeting schedule but should meet no less than once per month. The meetings should be at a convenient time and location for all participants. It is anticipated that frequent meetings will be required in the early stages of the project construction and operation, but meeting frequency may decrease over time, at the Committee’s discretion. Between meetings, the members may receive relevant questions or information from the company or citizens for their consideration. The members of the Committee can elect to carry out telephone conference meetings when deemed appropriate. The minutes of meeting of the committee whether conducted by telephone or in person will have to be approved by the members as official and deposited in the public registry.

The Committee shall remain active during the construction and operation of the Project as a minimum.

The Committee shall strive to achieve consensus on all topics of discussion. Where consensus cannot be achieved on specific topics, the Committee shall operate on the basis of majority consensus, with dissenting views recorded in the minutes.

4. Meeting Topics and Records

Meetings

Meeting agendas will follow this format:

- Call to Order
- Adoption of Agenda
- Adoption of previous meeting's minutes
- Correspondence
- Old Business
- New Business
- Additions to agenda
- Next Meeting
- Adjournment

Records

Minutes of meetings shall be prepared and issued to all participants and made available to the community (Bathurst public library, Village of Belledune Municipal Office, other municipal offices from Campbellton to Bathurst).

The committee will keep records of their discussions in a fashion which is readily available or that can be made available to the larger community (for example a website: <http://www.bennettenv.com/newbrunsw/belledune.html>).

Any questions submitted to the committee will be handled in the following manner:

- Questions/comments written, submitted and signed (i.e. name and return address), will be sent a written response.
- Questions/comments written, submitted but not signed, will be addressed at the committee's discretion and recorded in the meeting minutes.

Documentation

Any member, including Bennett, wishing to circulate documents (other than records) to members for upcoming meetings shall do so first obtaining the co-chairs consent in advance of the meeting.

Remuneration

It is understood by all parties that no remuneration shall be provided to Committee members for participating in Committee activities. However, Bennett Environmental Inc. shall reimburse reasonable expenses incurred as a result of Committee activities to Committee members.

5. Confidentiality

The Committee deliberations themselves are held in private and the members shall respect the confidentiality of their debates and the opinions stated by other members. The members are further required to keep the following items confidential:

- Client Names,
- Price per tonne, and
- Additional contractual details.

Media: It is understood that any and all dealings with the media relating to the project shall be affected solely through Bennett Environmental Inc. or its designated representative. Media inquiries relating to Committee activities shall be directed solely to the co-chairs.