



# Terms of Reference

## Pumped Storage Advisory Committee

### Mission Statement

The Municipality of Meaford Pumped Storage Advisory Committee (PSAC) shall gather information about TC Energy's proposed Ontario Pumped Storage project, its potential positive and negative impacts, and strive to promote effective and clear communication of information between TC Energy Ltd (TCE), Municipal Council and Meaford community members. The Committee will advocate for meaningful community engagement about the Project and ensure recommendations to Meaford Council are well-informed and consider the perspectives of different stakeholders.

To serve the Council of the Municipality of Meaford as an advisory body evaluating and reporting to Council on matters pertaining to the proposed TCE Ontario Pumped Energy Storage project.

### A. General

1. The Meaford Pumped Storage Advisory Committee (PSAC) shall be created by Council By-law which will include these Terms of Reference (TOR).
2. The PSAC shall consist of up to nine voting members appointed by Resolution of Council, plus two non-voting members of Council.
3. The nine members of the PSAC shall be eligible voters within the Municipality of Meaford and will be appointed in accordance with the Municipality's Appointments Policy.
4. Where possible, a youth (under 25) representative shall be appointed to the PSAC.
5. No more than two members from any group or organization shall be appointed to the PSAC.



6. A potential PSAC member shall not be prevented from appointment simply by virtue of being inclined for, against or neutral on the proposed project. No declaration of position shall be required of PSAC members, but is encouraged to achieve a committee balance of members with a positive, negative, and uncommitted view of the project. Members should maintain an open and objective attitude.
7. Members of the PSAC will be selected based on a demonstrated interest in the project, local knowledge and/or relevant expertise. The selection process will be open and merit-based, with consideration given to ensuring diversity and inclusion.
8. Members shall be appointed by Council following a recommendation from the Internal Working Group, who shall conduct interviews with candidates for the committee.
9. No public member of PSAC shall be a member of another municipal committee or Board.
10. The Mayor shall be an ex-officio member of the PSAC.
11. The term of office of the members of the PSAC shall expire as of January 31 immediately following each regular municipal election. Every member of the PSAC shall be eligible for re-appointment by Council to the PSAC.
12. The PSAC exists at the pleasure of Council and may be disbanded by Council Resolution. In the event that TCE is no longer pursuing its Ontario Pumped Storage project, the PSAC term of office shall end immediately upon the adoption of a Council Resolution directing so, except that the PSAC may have a subsequent wind-up meeting.

## B. Definitions

1. "Chair" shall mean the person chairing any meeting of the PSAC as selected by a majority of the Committee. The Chair shall be elected from among the committee members, including non-voting members, at the inaugural meeting of the PSAC and then at the first meeting of each year thereafter.



2. "Committee" shall mean the Municipality of Meaford Pumped Storage Advisory Committee (PSAC).
3. "Council" shall mean the Mayor and Council of the Municipality of Meaford.
4. "ex-officio" an ex-officio member may fully participate in PSAC discussions and the questioning of presenters and delegation but cannot vote.
5. "Majority" shall mean more than half of the Members present and voting on an issue. The count shall include only those present, either in-person or virtually, including the Chair of the Meeting.
6. "Member" shall mean a person appointed by Municipal Council Resolution to the PSAC and does not include an ex-officio member.
7. "Municipality" shall mean the Municipality of Meaford.
8. "Procedural By-Law" shall mean the most current By-Law concerning the Proceedings of Council and its Committees as adopted by Council.
9. "Project" shall mean TC Energy's proposed Ontario Pumped Storage project.
10. "Quorum" shall be the number equal to a majority of members of the whole Committee. (i.e. a quorum is 5 in the case of a 9-member PSAC).
11. "TCE" shall mean TC Energy Ltd.
12. "Vice-Chair" shall mean the person who has been selected to the position by a majority of the PSAC and shall have all the powers of the Chair in the absence of the Chair. The Vice-Chair shall be elected from among the community members at the inaugural meeting of the PSAC then at the first meeting of each year thereafter.

## C. Purpose

1. The PSAC will focus on understanding the potential positive and negative impacts associated with the TC Energy project and foster



meaningful community engagement. Committee members will explore community interests and concerns and be an advisory body to the Municipal Council.

2. The PSAC shall conduct its affairs:
  - a. To be a constructive agent for the community as it learns about the proposed pumped energy storage project in the municipality.
  - b. To act as one body and speak as one body.
  - c. To interact as appropriate with other associations and interest groups.
3. The PSAC shall also:
  - a. Develop a clear plan of action.
  - b. Identify, discuss and explore community interests and concerns relating to the establishment of a pumped storage project and to make recommendations to the CAO and Council regarding same.
  - c. Develop a plan to regularly review its activities and evaluate the effectiveness of its initiatives.

## D. Meetings

1. Frequency: Meetings will be held monthly or as deemed necessary.
2. Quorum: At least 50% plus one (1) of the appointed members must be present to constitute a quorum.
3. Agendas: Shall be prepared and published by municipal staff. A meeting between the Project Administrator (Pumped Storage), PSAC Chair, one of the two Council members and a rotating member of the committee shall take place a week prior to the agenda publication.
4. Minutes: To be taken at each meeting and circulated to members within a week after the meeting.



5. Recommendations: Recommendations will be reached through consensus where possible. If voting is required, recommendations will pass with a simple majority.

## E. Mandate

1. To engage with, inform and listen to the community of Meaford.
2. To facilitate community engagement and provide a platform for public input.
3. To promote openness and communication between the Municipality, TC Energy and the community.
4. Contribute to the development of strategies to maximize local benefits.
5. To gather technical and social research on pumped energy storage facilities.
6. To provide input based on the Municipality's Official Plan policy of "Environment First."
7. To provide recommendations to the CAO and Council with respect to comments, concerns and areas of interest identified by the community to learn more about the proposed pumped energy storage facility.

## F. Administration

1. In carrying out the provisions of this By-Law the PSAC shall, at all times, be the agent of the Municipality and while acting bona fide within the limits of the authority of this By-Law, neither the PSAC nor any member thereof, shall incur any liability by reason of anything done or left undone by the Committee; provided, however, that nothing in the paragraph contained shall authorize or empower the PSAC to incur any debt, liability or obligation for which the Municipality shall become liable.
2. If a PSAC Budget is established based on funds raised or granted then Council shall first approve said budget prior to the expenditure



- of funds. The Municipality shall act as the financial manager of any PSAC funds on the same basis as is done for other municipal committees including audit.
3. The PSAC shall be responsible for making recommendations to the CAO and Council on matters related to the proposed pumped energy storage facility.
  4. With Council consent, the PSAC may apply for research resources, travel and other costs to further its mandate.
  5. The PSAC shall hold Regular Meetings (i.e. second Thursday of each month) and Special Meetings from time to time, as deemed necessary. Minutes shall be kept of all meetings and forwarded to the CAO and Council.
  6. Council, on the recommendation of the PSAC, may declare vacant, the seat of any PSAC member missing from three consecutive regular meetings without a valid reason.
  7. Members of the PSAC shall sign the Municipality's Advisory Committee & Volunteer Code of Conduct, and are subject to investigation by the Municipality's Integrity Commissioner following alleged breaches of the Code, or the Municipal Conflict of Interest Act.
  8. In the case of a disagreement between these Terms of Reference and the Municipality's Procedural By-Law, the Procedural By-Law shall govern.
  9. All meetings of the PSAC, whether Regular or Special, shall be open to the public, and shall be live-streamed. The PSAC shall not hold closed meetings.
  10. Deputations
    - a. Deputations shall be limited to five minutes.
    - b. Deputations shall register in advance by contacting the Committee Coordinator or designate, or by filling out the request form at the meeting.



- c. Deputations may only be about an item listed on the meeting agenda and shall not be accompanied by any presentation materials.
- d. The subject matter of the deputation must be a matter within the Committee's area of responsibility as defined in Section D – Mandate.
- e. The PSAC shall not make any decisions immediately in response to a deputation. Members may seek clarification from the presenter(s) but shall not debate the subject matter.
- f. The Chair and CAO shall have the discretionary authority to determine whether a deputation is within the mandate of the committee and if sufficient detail has been provided in preparation for the subject delegation.

#### 11. Invited Presentations

- a. The Chair may, from time to time, invite subject matter experts (SMEs) to make a presentation to the PSAC to share information on various aspects of the proposed Ontario Pumped Storage project.
- b. SMEs may include specialists from TCE and/or other organizations.
- c. Generally speaking, presentations shall be limited to one half hour, plus questions of clarification from the PSAC. At the discretion of the Chair, presentations may be extended up to a further fifteen (15) minutes.

#### 12. Public Presentations

- a. A person or group wishing to make a Presentation to the committee shall provide the Project Administrator or designate with written notice no later than 14 days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation must be provided seven days prior to the meeting for inclusion in the package.



- b. Presentations shall be limited to 10 minutes. The duration may be extended at the discretion of the Chair.
  - c. The PSAC shall not make any decisions immediately in response to a delegation. Members may seek clarification from the presenter(s) but shall not debate the subject matter.
  - d. Presenters may only present once every 12 months on the same topic.
  - e. The Chair and CAO shall have the discretionary authority to determine whether a deputation is within the mandate of the committee and if sufficient detail has been provided in preparation for the subject delegation.
  - f. The Committee Coordinator shall, having regard to time sensitive issues, have the authority to determine the meeting at which a presentation will be scheduled.
13. Question Period
- a. A 15-minute public question period shall be included as the last item of each PSAC meeting Agenda, prior to adjournment
  - b. Questions from the public shall be limited to topics included in the Agenda of that PSAC meeting.
  - c. Each member of the public will be limited to one question with one follow-up question related to the response.
14. No subcommittees of the PSAC shall be formed, except as explicitly approved through Council resolution.
15. Without unanimous PSAC consent, a matter shall not be brought back for reconsideration more than once in the calendar year that the matter was originally determined, discussed or raised.
16. Members of the PSAC shall have access to information through the Project Administrator in order to fulfill their mandate as a Member, provided they are not prohibited by statute from having such information.





## G. Staff Resources

1. The PSAC will be supported by a dedicated municipal Project Administrator for the purpose of providing general committee support, preparing PSAC agendas and minutes or for other reasonable requirements.
2. Additional municipal staff shall be in attendance at PSAC meetings as required to provide reports and advice to the Committee.

## H. Financial

1. Except in the inaugural year, annually, by November 30, the Committee, shall submit for approval to the Council any financial requirements for the following fiscal year, and shall make to Council such other financial reports as are required.
2. The PSAC shall not have its own bank account. All deposits and payments will be made through the Project Administrator in cooperation with the municipal Treasurer.
3. All accounting shall be centralized in the municipal office and all purchasing, handling of revenue and the issuing of cheques will be done in the same fashion as other municipal committees.

## I. Reporting

1. The PSAC shall submit reports to Council where necessary on any matter within its mandate, through the Municipality's CAO and Project Administrator.
2. The PSAC Chair shall make a presentation to Council twice per year.
3. All written reports shall be in electronic format.
4. Draft PSAC Minutes shall be posted on the municipal website as soon as practical following each meeting.