



**Algoma Steel Inc.  
Community Liaison Committee (CLC)  
Terms of Reference – June 8<sup>th</sup> 2021**

REV. 4(June 8/21)

**Background**

As directed by Term and Condition 14 (et al) of Certificate of Approval 2182-7H2GVG, dated August 12, 2008 and Condition 6 of Environmental Compliance Approval Number 6460-BW7LFB dated January 25<sup>th</sup> 2021 Algoma Steel Inc. (the Company) was directed to facilitate the formation of a Community Liaison Committee (the CLC). The initial meeting took place with the initial members on November 5, 2008.

The Company was required to develop the Terms of Reference for the CLC and submitted the first draft to the initial committee for discussion on December 3<sup>rd</sup>, 2008. The Terms of Reference were subsequently reviewed on December 5<sup>th</sup> and adopted on December 8<sup>th</sup>, 2008.

Corporate and committee developments warranted a review of the Terms of Reference and a revised draft was submitted to the CLC on February 5<sup>th</sup>, 2021 and adopted on June 8<sup>th</sup>, 2021.

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**Purpose:**

The purpose of the CLC is to facilitate communication as necessary between the community and the Company with respect to the environment.

**Membership:**

The CLC membership shall include opportunities for representation from the following organizations, agencies or public bodies:

- One (1) member of the Corporation of the City of Sault Ste. Marie
- Two members representing the Company's management (one acting as chairperson)
- One member representing the Company's hourly labour union, Local 2251
- Two members of the public representing area residents and/or academia
- One member representing the Ministry of the Environment Conservation and Parks (non-voting)
- One member representing Sault Ste. Marie, Michigan - Chippewa County Health Department (CCHD)
- One member representing the First Nations

- One member from Algoma Public Health (APH)
- One member of the Sault Ste. Marie Tribe of Chippewa Indians
- One member of the St. Mary's River Remedial Action Plan

The CLC shall solicit representation from each of the organizations, agencies or public bodies noted above. Company representatives shall be appointed by the Company. Representatives for the two members of the public representing area residents and/or academia shall be solicited through a call for interest in a manner deemed appropriate by the CLC, such as but not limited to a call for interest on the Company website or by newspaper advertisement. Interested parties would be required to submit letters of interest indicating their reasons for interest in membership.

**Objectives of the Committee:**

- Keep the community informed about the operations of the facility in relation to the requirements of the approvals in effect.
- Keep the Company informed of any community concerns about the operations of the facility.
- Serve as a forum for dissemination, review and exchange of information related to the environmental impact of the facility.

In order to ensure the objectives of the CLC are met, the Company will provide information to the members as necessary on an ongoing basis.

**Member Duties, Roles and Responsibilities:**

Considering the stated purpose and objectives of the CLC as outlined above, the CLC members shall:

- Treat all information received from the Company in a professional and appropriate manner with specific emphasis on treating information that may be business sensitive with appropriate discretion
- Be expected to be respectful of the opinion of each member but shall be obligated to actively engage in a positive dialogue that ensures a constructive outcome when reviewing any matter before the CLC
- Endeavour to fully understand any matter tabled for discussion at the CLC so that an unbiased and informed dialogue can occur and members are adequately equipped to convey developments back to their respective organizations and members of the public.
- Be free to bring forward matters of concern expressed by their organization, agency or any member of the community to be addressed by the CLC.
- Exercise no supervisory, regulatory or approval role respecting the Company's operations.
- Have a 2-year term (renewable).

**Ministry of Environment Conservation and Parks Representative:**

The representative of the Ministry of the Environment Conservation and Parks (or designate) shall attend all meetings as scheduled and shall act as a resource without participating in deliberations or decision making processes.

**Designates:**

The members of the CLC shall identify a designated person to participate at meetings of the CLC on their behalf should the member be unable to attend. Such designates shall be approved by the members of the CLC.

**Frequency of Meetings:**

The CLC shall meet four (4) times per year. The scheduling of the meetings shall be determined by the CLC. During the period of planning for the annual environmental open house, the CLC shall provide input to the Company on matters of interest in the community for consideration as part of the open house event.

**CLC Meeting Venue:**

The Company will be responsible for hosting scheduled meetings of the CLC.

**Chairperson:**

The CLC Chairperson will be a management representative of the Company and shall ensure that all meetings of the CLC are conducted in an efficient and professional manner and further that all members are afforded the opportunity of input into discussions of committee matters. Further, the Chairperson is responsible for ensuring the Terms of Reference for the CLC are tabled at the 2<sup>nd</sup> meeting of the 2<sup>nd</sup> year for review, and thereafter from time to time, calling for revisions if necessary.

**Meetings: Administration/Agendas/Minutes**

The distribution of agendas and the taking and distribution of minutes for each meeting shall be the responsibility of the Company and shall be drafted for distribution to the CLC members within four weeks following each meeting. Once the draft minutes have been approved by the members, the Company shall post the same on the website within two weeks of approval.

**Effective Date:**

The Terms of Reference of the CLC become effective on the date by which the members of the CLC have together adopted the document.

Read and adopted by the recognized members of the CLC on June 8<sup>th</sup> 2021.