

TOP AGGREGATE PRODUCING MUNICIPALITIES IN ONTARIO

TERMS OF REFERENCE

ARTICLE 1: PURPOSE

- 1.1 The Top Aggregate Producing Municipalities in Ontario (TAPMO) have joined together to work with industry partners and provincial decision-makers to ensure a sustainable future for aggregate production in Ontario.
- 1.2 TAPMO believes local municipalities have a vital role to play in ensuring a sustainable aggregate industry for Ontario and, as a provincial association representing aggregate rich communities, its members seek to develop long-term best practices and constructive, sustainable solutions that will ultimately benefit all stakeholders.
- 1.3 Working with its partners, TAPMO will develop practical, long-term initiatives, solutions and actions to promote and protect the sustainability of aggregate production in Ontario.
- 1.4 As primary aggregate producing communities, TAPMO will evaluate initiatives in support of its purpose including, but not limited to, establishing targets for recycled aggregate materials in local infrastructure projects and reducing/eliminating the disposal of recyclable aggregate materials at landfill sites.
- 1.5 Working with its partners, TAPMO will encourage and promote efforts to assess and quantify the social, environmental and health impacts of multiple sites within an aggregate producing area in the short, medium and long term including, but not limited to, quarrying below the water table, infrastructure maintenance and repair and pit fill and rehabilitation practices.

ARTICLE 2: STRATEGIC GOALS

- 2.1 **Monitoring & Participation** – TAPMO will monitor federal, provincial and other regulatory agencies, boards and commissions as well as industry associations to determine, assess and respond to initiatives which may impact its Member Municipalities.
- 2.2 **Advocacy** – TAPMO will vigorously advocate for change to aggregate policies, legislative initiatives, programs or industry plans which impact the economic, social and/or cultural well-being of its Member Municipalities.

- 2.3 **Communication** – TAPMO will work to ensure timely and accurate communications with its membership and, where appropriate, the Council of its Member Municipalities.
- 2.4 **Awareness** – TAPMO will work to foster awareness of issues of concern to its membership with federal and provincial decision-makers, leaders of industry associations, and others who may be operating in or have jurisdiction in TAPMO communities.
- 2.5 **Sharing Best Practices** – Members of TAPMO will research, assess and recommend, where appropriate, best practices for the benefit of the Member communities.

ARTICLE 3 – MEMBERSHIP

- 3.1 “Associate Member” means the President of the Stone, Sand and Gravel Association.

“Associate Member Municipality” means a member of Council of any municipality in the Province of Ontario that is not a Member Municipality.

“Member” means the Mayor or a member of Council in the absence of the Mayor, of a Member Municipality.

“Member Municipality” means:

- (a) A lower or single-tier municipality with more than one million tonnes of aggregate production annually that has paid the required Membership Fee;
- (b) An upper-tier municipality in the case where no lower-tier municipality within that upper-tier municipality has more than one million tonnes of aggregate production annually that has paid the required Membership Fee.

- 3.2 An Associate Member and an Associate Member Municipality do not have any voting rights.

ARTICLE 4 – MEMBERSHIP FEES

- 4.1 Membership fees will be established in each calendar year at the Annual General Meeting. This meeting will be held on the Sunday of the AMO Conference unless otherwise determined by the Chair with notification to the TAPMO membership.

ARTICLE 5 – OFFICERS AND MEETINGS

- 5.1 **Chair** – The Chair of TAPMO will be elected from among the Members.
- 5.2 **Vice-Chair** - The Vice-Chair of TAPMO will be elected from among the Members.
- 5.3 **Election** - Elections will be held at the TAPMO Annual General Meeting to be held at the annual AMO Conference unless otherwise determined by the Chair with notification to the TAPMO membership.
- The election of the Chair and Vice Chair shall take place every two (2) years at the TAPMO Annual General Meeting.
- 5.4 **Term** – The term of office for the Chair and Vice-Chair will be two (2) years.
- 5.5 **Secretary Treasurer** – The Secretary Treasurer of TAPMO shall be the Chief Administrative Officer of the Member Municipality of the Chair. The Secretary Treasurer will be responsible for the administrative activities of TAPMO including setting and preparing meeting agendas, recording minutes, resolutions and decisions of TAPMO and implementing any direction approved by TAPMO.
- 5.6 **Expenditures** – The Chair and Vice-Chair shall be responsible for authorizing payment of expenditures incurred.
- Any expense that is not associated with the hosting of a meeting shall be authorized by TAPMO on a project by project basis and funded as determined by TAPMO.
- The Chair shall be responsible for monitoring and reporting on the expenditures incurred.
- 5.7 **Signing Authority – Financial** – The Member Municipality of the Chair shall be responsible for establishing a bank account and shall have financial signing authority upon receiving the necessary approvals as outlined in Section 5.6.
- 5.8 **Regular Meetings** – Regular meetings of TAPMO shall take place three (3) times per year as follows: One (1) meeting at the annual OGRA/ROMA Combined Conference; one (1) at the annual Association of Municipalities of Ontario conference and one (1) meeting held by teleconference.

5.9 **Special Meetings** – Special Meetings of TAPMO may be convened at the call of the Chair or the call of a majority of Member Municipalities.

5.10 **Attendance**

An Associate Member and an Associate Member Municipality may attend a TAPMO meeting.

Any member of Council or staff of an Ontario municipality may attend a TAPMO meeting.

Quorum means a majority of the Member Municipalities.

Article 6 – TAPMO Work Plan

6.1 **Annual Work Plan** - TAPMO will develop a broadly based work plan to guide its efforts with clear and tangible short, medium and long term goals that are easily measured for performance.

6.2 **Annual Review** - The work plan will be reviewed annually at the TAPMO Annual General Meeting.