

**Essar Steel Algoma Inc.  
Community Liaison Committee (CLC)  
Terms of Reference – December 8, 2008**

## REV. 3(Dec 8/08)

### Background

As directed by Term and Condition 14 (et al) of Certificate of Approval 2182-7H2GVG, dated August 12, 2008 and relative to the start-up and operation of the No.6 blast furnace, Essar Steel Algoma Inc. (the company) was directed to facilitate the formation of a Community Liaison Committee (CLC). The initial meeting was scheduled for and took place with the initial members on November 5, 2008.

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

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#### **Purpose:**

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

#### **Membership:**

The members of the CLC shall be selected by the initial members and shall be made up of members as follows:

- 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 Labour union, Local 2251
- Two members of the public representing area residents and/or academia
- One member representing the Ministry of the Environment (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)

The CLC shall solicit membership to comply as above except that members from the company shall be appointed by the company. A membership soliciting method shall be 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 certificate.
- 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 facility.

In order to ensure the objectives of the CLC are to be 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 committee 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 that may be communicated to the community
- Endeavour to fully understand any matter tabled for discussion at the committee so that an unbiased and informed decision can be made for a consensus by the CLC
- Be free to bring forward matters of concern expressed by any member of the public 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 Representative:**

The representative of the Ministry of the Environment (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 committee shall meet two (2) 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 committee at its facility in Sault Ste. Marie.

**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 committee are tabled at the 2<sup>nd</sup> meeting of the 2nd year for review calling for revisions if necessary.


**Meetings: Administration/Agendas/Minutes**

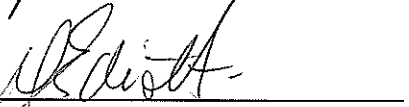
The distribution of agendas and the taking and distribution of minutes for each meeting shall be the responsibility of the company and shall be drafted for distribution to the CLC members within four weeks following each meeting. Once the draft minutes have been approved by the members, the company shall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

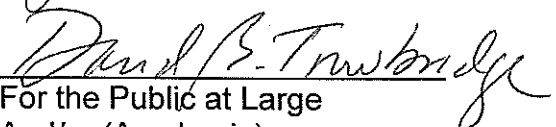
**Effective Date:**


The Terms of Reference of the CLC become effective on the date by which the initial members of the initial CLC unanimously accept the document.

Read and accepted by the initial members of the CLC on December 8<sup>th</sup>, 2008.

  
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For Essar Steel Algoma Inc.

  
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For the Corporation of the City of Sault Ste. Marie

  
\_\_\_\_\_  
For the Public at Large  
And/or (Academia)

  
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For the Ministry of Environment