



Covering Memo – Updated Terms of Reference for the Pumped Storage Advisory Committee

Date: Monday, October 6, 2025

From: Shawn Everitt, Chief Administrative Officer

Roll N° N/A

Subject

By-law 2025-54 adopts a new Terms of Reference for the Pumped Storage Advisory Committee.

Reason for Tabling

The Pumped Storage Advisory Committee (PSAC) was initially established in 2024. After initial review of the PSAC Terms of Reference, CAO Shawn Everitt proposed a working group be established to conduct a review and suggested updates to the document.

At its meeting on July 10, 2025, PSAC passed a recommendation to receive and endorse the proposed changes to the Terms of Reference as presented.

On September 22, 2025, Council considered the updated Terms of Reference and passed a resolution to adopt them. This by-law enacts this direction.

The Corporation of the Municipality of Meaford

By-law Number 2025-54

Being a by-law to establish a Pumped Storage Advisory Committee and adopt an updated Terms of Reference

Whereas, Section 5 (3) of the Municipal Act, S.O. 2001, c.25 provides that municipal power shall be exercised by by-law; and

Whereas, Section 11 of Act permits Council to pass by-laws regarding the governance structure of the Municipality; and

Whereas, Council wishes to continue to obtain citizen advice relating to the proposed Pumped Storage Project; and

Whereas, at the meeting on July 10, 2025, the Pumped Storage Advisory Committee received and endorsed the proposed changes to the Terms of Reference as presented; and

Whereas, Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to adopt a new Terms of Reference for the Pumped Storage Advisory Committee.

The Council of the Corporation of the Municipality of Meaford enacts as follows:

1. That the Municipality of Meaford Pumped Storage Advisory Committee is hereby established.
2. That the updated Pumped Storage Advisory Committee Terms of Reference, attached hereto as Schedule A and forming part of this by-law, are hereby adopted.
3. That by-law 2024-13 is hereby repealed.
4. That this by-law shall come into force and take effect upon being passed by Council.

Read a first, second and third time and finally passed this 6th day of October, 2025.

Ross Kentner, Mayor

Margaret Wilton-Siegel, Clerk



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 benefits, 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.

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 Committee shall consist of up to nine (9) Public at Large voting members that are representing the overall Community and shall be appointed by Resolution of Council, plus two voting members of Council.
3. The nine (9) Public at Large members of the Committee shall be eligible voters within the Municipality of Meaford and will be appointed in accordance with the Municipality's Appointment Policy.
4. Where possible, a youth (under 25) representative shall be appointed to the Committee.

5. At the time of submitting an application to sit as a Member of Committee the applicant must identify all past and current affiliations with Special Interest Groups, Associations or Lobbyists Groups that relate to the Pumped Storage Project.
6. A potential Committee 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 made by Committee members. Members shall maintain an open and objective attitude.
7. Members of the Committee 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 who shall conduct interviews with candidates for the committee.
9. The Mayor shall be an ex-officio non-voting member of the Committee.
10. The Term of appointment of the members of the Committee shall expire with the Term of Council. Every member of the PSAC shall be eligible for re-appointment by Council to the PSAC.
11. The Committee exists at the discretion of Council and may be disbanded by Council Resolution. In the event that TCE is no longer pursuing its Ontario Pumped Storage project, the Committee 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.

Definitions

1. **"CAO"** shall mean the Chief Administrative Officer of the Municipality of Meaford
2. **"Chair"** shall mean the person chairing any meeting of the Committee as selected by a majority of the Committee. The Chair shall be elected from among the committee members at the

- inaugural meeting of the PSAC The Chair shall be appointed for a term of two (2) years
3. **"Committee"** shall mean the Municipality of Meaford Pumped Storage Advisory Committee (PSAC).
 4. **"Council"** shall mean the Mayor and Council of the Municipality of Meaford.
 5. **"ex-officio"** an ex-officio member may fully participate in PSAC discussions and the questioning of presenters and delegation but cannot vote.
 6. **"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.
 7. **"Member"** shall mean a person appointed by Municipal Council Resolution to the Committee and does not include an ex-officio member.
 8. **"Municipality"** shall mean the Municipality of Meaford.
 9. **"Procedural By-Law"** shall mean the most current By-Law concerning the Proceedings of Council and its Committees as adopted by Council.
 10. **"Project"** shall mean TC Energy's proposed Ontario Pumped Storage project.
 11. **"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) including at least one (1) representative of Council.
 12. **"SON"** shall mean Saugeen Ojibway Nation
 13. **"TCE"** shall mean TC Energy Ltd.
 14. **"Vice-Chair"** shall mean the person who has been selected to the position by a majority of the Committee and shall have all the powers of the Chair in the absence of the Chair. The Vice-Chair shall be elected for a two (2) year Term that is concurrent with the Appointment of the Chair.

Purpose

1. The Committee will focus on understanding the potential benefits and impacts associated with the TCE 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 Committee shall conduct its affairs:
 - a. To be an unbiased, constructive and respectful agent for the community as it learns about the proposed pumped energy storage project in the municipality.
 - b. Only the Committee Chair can speak on behalf of the Advisory Committee;
 - c. To act as one body and speak as one body.
 - d. To interact as appropriately with other associations and interest groups specific to the mandate of the Committee.
 - e. Members shall not direct any messaging without the approval of the Chair;
 - f. The Chair plays an important role in ensuring that a functional relationship with high integrity exists within the Committee, with Council, with the public, and with staff;
 - g. Constructive and informative debate and opinion sharing can be a constructive part of the group decision-making process. However, when the debate becomes ongoing, inappropriate, unconstructive, or offensive, and before becoming a conflict, the Chair may need to intervene with an appropriate dispute resolution mechanism.
3. The Committee 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 Council regarding same.
 - c. Develop a plan with the development and approval of clear and measurable Key Performance Indicators that are recommended

by the Committee and approved by Council to regularly review its activities and evaluate the effectiveness of its initiatives.

Meetings

1. Frequency: Meetings will be held monthly or as deemed necessary.
2. Meeting may be held in-person. Meetings may also be held Virtually or Hybrid where the technology allows for the virtual or Hybrid method. Where the technology fails to be operational during a meeting the meeting shall continue providing that quorum is maintained and the Chair of the Committee is able to continue their attendance and facilitation of the meeting.
3. Quorum: At least 50% plus one (1) of the appointed members must be present to constitute a quorum and must include at least one (1) appointed member of Council.
4. Agendas: Shall be prepared and published by municipal staff. A meeting between the Project Coordinator (Pumped Storage), Committee Chair and one of the two Council members of the committee shall take place two (2) weeks prior to the agenda publication.
5. Minutes: To be taken at each meeting and circulated to members within a week after the meeting.
6. Recommendations: Recommendations will be reached through a formal vote with voting be based on a simple majority.

Mandate

1. To engage with, inform and listen to the community of Meaford.
2. To facilitate respectful, accountable, transparent community engagement and provide a safe platform for public input.
3. To promote openness and proactive communication between the Municipality, TC Energy and the community.
4. Contribute to the development of strategies to align and maximize local benefits.



5. To be informed by and review technical and social research on pumped energy storage facilities when made available.
6. To provide recommendations to Council with respect to comments, concerns and areas of interest identified by the community to learn more about the proposed pumped energy storage facility.

Administration

1. In carrying out the provisions of this By-Law the Committee 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 Committee 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 Committee to incur any debt, liability or obligation for which the Municipality shall become liable.
2. If a Committee 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 Committee funds on the same basis as is done for other municipal committees including audit.
3. The Committee shall be responsible for making recommendations to Council on matters related to the proposed pumped energy storage facility.
4. The Committee 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 Council.
5. Council, on the recommendation of the Committee, may declare vacant, the seat of any Committee member missing from three consecutive regular meetings without a valid reason.
6. Members of the Committee 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.
7. In the case of a disagreement between these Terms of Reference and the Municipality's Procedural By-Law, the Procedural By-Law shall govern.
 8. All meetings of the Committee, whether Regular or Special, shall be open to the public, and shall be live-streamed. The Committee shall not hold closed meetings
 9. 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 Committee 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.
 10. Invited Presentations
 - a. The Chair may, from time to time, invite subject matter experts to make a presentation to the Committee to share information on various aspects of the proposed Ontario Pumped Storage project.
 - b. A standing Item shall be identified on the Meeting Agenda Template providing up to fifteen (15) Minutes for TC Energy to provide an update on the project status and provide responses

to Committee questions that have been submitted at least five (5) business days prior to the meeting.

- c. A standing Item shall be identified on the Meeting Agenda Template providing up to fifteen (15) Minutes for **SON** to make a presentation to the Committee at their discretion.
 - d. Generally speaking, presentations shall be limited to one half hour, plus questions of clarification from the Committee. At the discretion of the Chair, presentations may be extended up to a further fifteen (15) minutes.
11. 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 Committee 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.
12. Question Period
- a. A 15-minute public question period shall be included as the last item of each Committee meeting Agenda, prior to adjournment
 - b. Questions from the public shall be limited to topics included in the Agenda of that Committee meeting.



- c. Each member of the public will be limited to one question with one follow-up question related to the response.
13. No subcommittees of the Committee shall be formed, except as explicitly approved through Council resolution.
14. No reconsiderations will be permitted of any motions. Council may wish to send a recommendation back to the Committee if they wish for the Committee to provide additional information.
15. Members of the Committee shall have access to information through the Chair and CAO in order to fulfill their mandate as a Member, provided they are not prohibited by statute from having such information.

Staff Resources

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

Financial

1. 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. 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.

Reporting

1. The Committee shall submit reports to Council where necessary on any matter within its mandate, through the Municipality's CAO and Project Administrator.
2. The Committee Chair shall make a presentation to Council twice per year. Reports will include the overview of the Committees progress and reflect Key Performance Indictors that have been established by the Committee and endorsed by Council on a yearly basis.
3. All written reports shall be in electronic format.
4. Draft Committee Minutes shall be posted on the municipal website as soon as practical following each meeting.

Term of the Pumped Storage Advisory Committee

1. Every member of the PSAC shall be eligible for re-appointment by Council to the PSAC.

Related Policies and Training Requirements

1. Accountability and Transparency of Municipal Actions to the Public
2. Accessibility Standards for Customer Service
3. Protocol Policy for Complaints Related to Council Members and Local Boards
4. Workplace Violence and Harassment Policy
5. Social Media Policy
6. Council Staff Relationship Protocol
7. Code of Conduct for Members of Council, Local Boards and Advisory Committees
8. Respectful Public Interactions Policy
9. Frivolous, Vexatious or Unreasonable Complaints Policy
10. Municipal Procedural By-law



Pumped Storage Advisory Committee Terms of Reference

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)