

Solid Waste Management – Infrastructure Projects Community Engagement Committee

MINUTES

NOVEMBER 4, 2014 10:00 – 2:50 PM

MIDLAND PENETANGUISENE
BOARDROOM

MEETING CALLED BY	Project Team
TYPE OF MEETING	Community Engagement Committee
NOTE TAKER	Stephanie Mack
ATTENDEES	Debbie Korolnek (County – Chair), Rob McCullough (County), Marie Kavanagh (Bradford West Gwillimbury), Ray Millar (Public Member), James Nightingale (County), Brian Dermody (CRA), Susan Antler (Public Member), Christopher Baines (Public Member)

Agenda topics

VARIOUS ADMINISTRATION ITEMS

DK

DISCUSSION	<ul style="list-style-type: none"> • welcome • “housekeeping” items
	<ul style="list-style-type: none"> • DK welcomed committee, reviewed agenda • no additional items to be added • informal, open meeting – members encouraged to ask questions, further discussion

REVIEW OF TERMS OF REFERENCE

DK

DISCUSSION	<ul style="list-style-type: none"> • outline of Terms of Reference • Mandate and Scope of Activities • introduction of two infrastructure projects – OPF and MMF
	<ul style="list-style-type: none"> • DK reviewed the Terms of Reference – CEC to act as a “sounding board” • advisory, non-voting committee • pre-approved delegate may be sent should member be unable to attend • DK to chair this meeting, going forward will be determined by the committee (to be discussed further on the agenda)

INTRODUCTIONS

DK

DISCUSSION	<ul style="list-style-type: none"> • introduction of Project Team • introduction of Community Engagement Committee members
	<ul style="list-style-type: none"> • each member introduced themselves and provided information on their background and experience

OVERVIEW OF PROJECTS

RM

DISCUSSION	<ul style="list-style-type: none"> • brief overview of projects – OPF and MMF
	<ul style="list-style-type: none"> • RM provided information on both projects – two unique projects but using same consultant, Conestoga-Rovers & Associates (CRA) • brief discussion on diversion, “what’s in our garbage?” • discussed the collection of source-separated organics (SSO), how the material is currently processed, and project background • introduced the Materials Management Facility (MMF) Project and provided overview of project development to date • informal discussion on project specifics – overview of aerobic and anaerobic processing technology, project development to date, benefits of pursuing these infrastructure projects

DISCUSSION	<ul style="list-style-type: none"> • overview of the upcoming Public Information Session – date, time, location, etc. • outline of material to be presented
	<ul style="list-style-type: none"> • date of next public meeting will be December 2, 2014 – two separate sessions – 2:00 to 4:00 pm, 6:00 to 8:00 pm • central location – the Simcoe County Museum • will discuss siting methodology for both projects – provided overview of the purpose of this session

COMMUNICATION MATERIAL FOR DECEMBER 2

BRIAN DERMODY (CRA)

DISCUSSION	<ul style="list-style-type: none"> • presentation of storyboards to be presented on December 2, 2014 		
	<ul style="list-style-type: none"> • Brian Dermody from CRA presented the storyboards to the committee – discussion on the information presented on each board with the committee members making suggestions and reaching a consensus on suggested changes <p>CEC comments on storyboards:</p> <ul style="list-style-type: none"> • should include boards/information on the Solid Waste Management Strategy (SWMS) – infrastructure development was outlined in the Strategy and this work is a continuation of that • public input to date – consultation on the Strategy process, potential to include awards, background on Solid Waste Management • could go back to the beginning – why are we here? • relaying information that this has been “driven by the public” • opportunity to use other display material such as the display bins – provides a visual of diversion • “why?” for the MMF – potential to increase diversion options could be indicated on this board • discussion on the term “waste centroid” – may want to look for other description, terminology • too technical – “search area” instead, easier to understand • delete first bar – “propose siting methodology” would be the first bar • put map slide first (no. 8) – information on how the “search area was determined” • map area – dotted line, change colour, potentially more information on how this was calculated (center of waste generation, etc.) • discussion of term “screen” – consensus was that this was understandable • one map for both projects – show that the entire County will be the search area for the OPF, smaller area for MMF • move the siting process slides to the end • “siting criteria” visual, words for Screens 1, 2, and 3 – visual storyboards combined into one table as a handout • table will outline all the criteria • slides renumbered and edited • slides to contain more information on providing feedback 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<ul style="list-style-type: none"> • consider edits as noted to the storyboards 	Project Team		
<ul style="list-style-type: none"> • provide final version of the storyboards to committee for their records 	SLM		

SPECIFICS OF DECEMBER 2, 2014 SESSION

RM

DISCUSSION	<ul style="list-style-type: none"> • format • location • advertising • obtaining feedback at session and following session • providing handouts/electronic files session • uploading information post December 2
	<ul style="list-style-type: none"> • discussion on format – open house or formal presentation? • questions could be posted on-line with answers • consensus – for this session on siting methodology, an open house would be viable but going forward, the committee will discuss at each stage – presentation may be necessary going forward as siting continues

SPECIFICS OF DECEMBER 2 SESSION continued

- print advertisement provided for review
- outlined the advertising plan – print advertisement (1/2 page, two weeks), social media (week before, day before, day of) – twitter, County of Simcoe Facebook, e-mail sent to contact list
- advertising plan was acceptable to the committee
- contacting member municipalities – using County’s CCD to provide information to our member municipalities to include on their websites, for example
- committee discussed notifying the NVCA, neighbouring municipalities
- providing information at the sessions – electronic versions of the storyboards, only a few handouts to be provided

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • contact County Clerk to ensure Council is notified of the meeting, extending invitation to municipal members and new Council members 	SLM/RM	
<ul style="list-style-type: none"> • begin advertising session as discussed 	Project Team	
<ul style="list-style-type: none"> • create handouts to be available at session on December 2 	Project Team	

FREQUENCY OF CEC MEETINGS GOING FORWARD

DK

DISCUSSION	• discussion on upcoming meetings	
	<ul style="list-style-type: none"> • consensus – debriefing on December 2 session, looking forward to 2015, reporting on the public information session • consensus – meet in January (prior to January 22) • meeting in spring to discuss June public information session 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • send meeting invite to committee members for January 	SLM	

FACILITATION OF MEETINGS

DK

DISCUSSION	• outline options as presented in the TOR	
	<ul style="list-style-type: none"> • discussion on facilitating future meetings – other options outlined in the TOR • consensus was that DK should continue to chair the meetings, format worked well 	