

**Joint Municipal Co-ordinating Committee**  
**Meeting # 3 – March 25, 2013 at 10:30am – Zorra Municipal Office**  
**Meeting Minutes**

**Present:** Peter Pickfield, Garrod Pickfield LLP  
Chris Haussmann, Proposed PRT Manager, Haussmann Consulting  
Don McKay, Warden, County of Oxford  
Peter Crockett, Chief Administrative Officer, County of Oxford  
Tommasina Conte, Communications Coordinator, County of Oxford  
Margaret Lupton, Mayor, Township of Zorra  
Don MacLeod, Chief Administrative Officer, Township of Zorra  
David Mayberry, Mayor, Township of South-West Oxford  
Mary Ellen Greb, Chief Administrative Officer, Township of South-West Oxford  
Ted Comiskey, Mayor, Town of Ingersoll  
Darell Parker, Chief Administrative Officer, Town of Ingersoll  
Lisa Teeple, Administrative Assistant, Township of Zorra

**Agenda items:**

- 1. PRT Report # 1 to JMCC**
- 2. Related communications / media relations**
- 3. Walker-JMCC budget process**

Mayor Lupton calls the meeting to order at 10:35 am. Mr. Comiskey requests clarification regarding the process for sharing minutes. Mr. MacLeod confirms minutes will be circulated for approval prior to posting on the website. Minutes from meeting 1 were circulated and all are in agreement that these minutes are approved so they can be posted to the website. In the interest of timeliness, minutes from meetings 2 and 3 will be circulated and approved by email.

Mr. Haussmann reviews the agenda and summarizes the report from the Peer Review Team (PRT) site visit. The preliminary work plans are due in late May and these will be reviewed as part of the Terms of Reference (TOR) process. Mr. Haussmann confirms that the Zorra location is Walker's preferred location for the landfill site because of its size and location. Mr. Crockett asks about the "do nothing" alternative. Mr. Pickfield responds that this will be addressed in the Environmental Assessment (EA) process.

Mr. Pickfield identifies the need for Walker Environmental Group (WEG) and Carmeuse to work together to resolve possible issues facing their workers and adds that this will need to be defined in the TOR or EA.

Mr. Haussmann explains that WEG will issue plans in draft form to the Ministry of Environment (MOE) for comments and we will submit comments with our response. This

will allow all comments to be available when the PRT issues the final report which will be presented to JMCC, MOE, and the public.

Mr. Haussmann polls the committee and everyone is in agreement with the proposed Peer Review Process. Mr. Pickfield adds that there is no guarantee that WEG will approve our proposed process.

Ms. Conte distributes a draft media release. Mr. Haussmann will review in detail and provide confirmation prior to release. Mr. Crockett wants to get the release out soon but must ensure that WEG is given notice first.

Mr. Haussmann mentions that there may be a gap in our PRT in the area of Archaeology and Cultural Heritage. He feels that the area of Archaeology will be covered by the Government Review Team and First Nations' reviews. Mayor Lupton suggests the need for a Cultural Heritage member on the team due to the cemetery. Mayor Comiskey agrees that preservation of Cultural Heritage is important in Oxford County and should be addressed in our own review. Mr. Pickfield agrees that the Cultural Heritage component should be addressed. He will obtain a person for the team and get their budget information, then advise WEG of the addition to the PRT.

Mr. Crockett questions the need to add a Health Risk Assessment. Mr. Pickfield responds that this is not common for a solid waste facility and is more common in hazardous waste facility proposals. Mr. Parker asks if we should push for this analysis. Mr. Crockett offers the alternative of obtaining a third party opinion. Mr. Pickfield suggests adding a paragraph to the memo for analysis of health risks and this would put the onus on WEG to provide reasons for why they don't need a health risk assessment. Mr. MacLeod mentions that a Board of Health study was completed several years ago which reviewed the risks of dust from quarries. Mr. MacLeod will provide a copy of this study to JMCC members.

Mayor Comiskey inquires about the methods used to come up with a lifespan for the landfill (i.e. tonnage, volume, area, etc.). Mr. Pickfield advises the volumes and timespan are estimated or the landfill site and will be detailed by MOE if approved.

Mr. Crockett discusses communications related to the JMCC website. Media releases will be posted here along with approved meeting minutes. The PRT report will be forwarded to WEG for approval before it is posted on the website.

Mayor Comiskey suggests that each municipality post a link to the JMCC website on their municipal website so everyone will have access to all the same information at the same time.

Mr. Haussmann advises he will not be attending meetings of the Community Liaison Committee (CLC) but he will review the meeting minutes to stay updated on activity.

Mr. Haussmann advises that Joe Lyng from WEG is waiting to receive the budget request from Zorra. Mr. MacLeod confirms that the budget request was forwarded to WEG on March 8, 2013.

Mr. Pickfield reviews the process for budget as follows:

- Mr. Haussmann prepares and presents budget to JMCC
- JMCC approves budget and Mr. Haussmann circulates to WEG
- WEG approves budget
- JMCC requests funds (in trust) from Walker
- PRT members forward invoices to Mr. Haussmann and he forwards to Zorra at the end of each month for payment from the trust funds

Meeting adjourns at 11:50 am.