

Joint Municipal Co-ordinating Committee
Meeting # 2 – January 15, 2013 at 1:30pm – 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

Mayor Lupton calls the meeting to order at 1:30 pm. Mr. MacLeod asks if we can share the meeting minutes with individual Councils. Mr. Pickfield advises this will be fine but not until after the next JMCC meeting. Committee agrees to defer accepting the minutes until after everyone has a chance to review, including Ms. Conte who was not at the last meeting.

1. PRT Manager

Mr. Pickfield introduces Chris Haussmann of Haussmann Consulting whom he has recommended be appointed as PRT Manager. Mr. Haussmann gives a brief overview of his experience and qualifications. Mr. Haussmann explains that the Manager role will involve keeping in contact with all other PRT members and ensuring everyone follows the guidelines and stays on the same page. Mr. Haussmann will gather information received from Walker Environmental Group (WEG) and distributed to all team members. His role will be to act as a liaison between the PRT and proponent WEG. Mr. Haussmann will also manage the budget, presenting the budget to the JMCC first, then forwarding to WEG. Mr. Pickfield recommends receiving funds upon approval of the budget and placing funds in trust upon receipt, to be distributed as invoices are received. Mr. Pickfield will discuss the budget stages with WEG and advises the Terms of Reference (TOR) will set the stage for the entire process, including the budget.

2. Selection of Peer Review Team

Mr. Pickfield suggests that the Committee accept his recommended candidate Chris Haussmann as PRT Manager and he reviews the resumes of the other proposed PRT members.

Mr. Parker questions the recommendation of Mr. Haussmann as both PRT Manager and Social Impacts as Social Impacts may require a separate team member to handle. Mr. Haussmann has experience in this area and feels he can handle the dual role.

Mr. MacLeod advises all three CAO's sit on the Community Liaison Committee and wonders if there would be benefit in Mr. Haussmann attending the CLC meetings as well. Mr. Haussmann advises he is happy to attend if the CAO's feel this would be beneficial. Mr. MacLeod agrees that he would like to see Mr. Haussmann attend the CLC meetings as an observer in order to get a feel for what is happening in the meetings. Mr. Haussmann will attend the next CLC meeting and advises he has already reviewed the minutes from past meetings.

Mayor Comiskey suggests that the JMCC take away the PRT document and review in detail before agreeing to the recommendations. Mr. Pickfield agrees but would like to see a quick turnaround time in order to get the PRT secured.

Mayor Lupton agrees that it is critical to have qualified people on the PRT but is concerned that the JMCC and Councils will not be able to grasp all of the information. Mr. Pickfield confirms that all reports will provide a summary to highlight important information and the summary will need to be approved by PRT members prior to presenting to JMCC members.

Ms. Greb questions what will happen if WEG approaches one of the proposed PRT members before the team is finalized. Mr. Pickfield advises WEG has a full team in place and will not be looking for any new members.

3. Administration of Peer Review Team

- **Budgeting and Invoicing**
- **Payment of Invoices**
- **Budgetary Oversight**
- **Reporting to JMCC**

Mr. Pickfield expresses the importance of receiving all of WEG's material and circulating to PRT for review before completing budget. Proposed steps will be as follows:

1. Team members complete a quick review of the material and provide an estimate
2. Mr. Haussmann compiles all estimates into one budget package
3. JMCC reviews and approves budget
4. Budget is submitted to WEG for approval
5. Walker approves budget and forwards funds in trust
6. Mr. Haussmann confirms work complete, approves invoice for payment from trust
7. Municipality approves trust and pays invoices

Mr. Pickfield adds that he could manage the budget but there are tax benefits if the municipality handles it. All are in agreement that Zorra should manage the funds for the budget.

Mr. Pickfield questions the group about future meetings and how frequently meetings will be required. The Committee will need to meet again when the budget is ready for approval and again when the PRT draft report is ready for review. This draft report should be circulated to the Committee prior to the meeting to allow a chance for everyone to review the report ahead of time.

Mr. Haussmann comments that this will be a lengthy process and expects it will take 2-3 years for the TOR and EA to be completed.

Mr. Pickfield asks when we expect the draft TOR to be ready for Peer review. Mr. MacLeod responds that WEG provides regular updates on their website. Mr. MacLeod also comments that the CLC will hold their next meeting on January 27, 2013.

Ms. Greb questions if all areas of expertise are covered in the proposed PRT. Mr. Pickfield responds that they are all covered but there are some additional disciplines that will fall under these team members. The PRT members will be accountable for all disciplines that fall under them.

4. Next Steps

- **Communication with Walker Industries re: confirmation of peer review team membership**
- **Peer Site Visit and Meeting**

Mr. Pickfield instructs committee members to review the proposed PRT and send comments by email as soon as possible.

Mayor Comiskey and Mr. Parker comment that Ingersoll is especially concerned with Community Impact and want to ensure this area is fully covered by the PRT. Mr. Haussmann responds that it is fine to choose someone else with specific experience related to social impacts if the committee wants this. Mr. Pickfield will send a couple of names and resumes of social impact specialists to the committee members by email within two days for consideration. Mr. Pickfield sets a deadline of Monday, January 21, 2013 for any comments regarding the proposed PRT members. At that time, Mr. Pickfield will circulate the team to WEG for review and comments. He will also suggest that WEG set up a site visit and schedule a meeting of the two teams. The next step for PRT is when the draft TOR is complete. Focusing efforts on a good TOR with very explicit work plans will make things easier down the road.

Mr. Pickfield anticipates the first formal comments from the PRT will be after the draft TOR is released. Mr. Pickfield would like to ensure that WEG includes work plans as appendices to the TOR.

Mr. MacLeod comments that we should have a statement ready for media/news release when the PRT is forwarded to WEG for review.

Ms. Conte advises she will draft a news release for Mr. Pickfield to send to WEG for review. There should be a public hub for news releases, Q&A's, and other updates. Mr. MacLeod feels this type of information should be housed on a separate website that is sponsored by all four municipalities. Ms. Conte will start working on an outline for the webpage and a draft communication plan.

Mr. Crockett questions how we should deal with questions directed to members of the JMCC. Mayor McKay suggests that Mr. Haussmann take on the role of spokesperson which would allow the Mayors to be free to represent their own municipalities. Mr. Haussmann advises he will give process updates only, but will not provide opinions. Mayor McKay questions who acted as spokesperson when Warwick went through this process. Mr. Pickfield advises it was the Mayor or Mr. Pickfield, but also added that this was a single municipality project so is not a fair comparison. Mr. Pickfield agrees that the spokesperson should be Mr. Haussmann or Ms. Conte. Mr. Crockett will coordinate a time for Mr. Haussmann to speak with the media when we are ready to release information.

Mr. Pickfield suggests holding one public meeting for all four Councils to attend, as opposed to having Mr. Haussmann present to each Council individually. Mr. MacLeod agrees that this would be a possibility.

Mr. Haussmann confirms that he will act as spokesperson and provide information when appropriate and Ms. Conte should handle the P.R. Ms. Conte will send updates to the entire JMCC and will use Mr. Haussmann and Mayor Lupton as the main contacts. Mr. Pickfield adds that a deadline for comments should be included in all correspondence. Mr. MacLeod advises that he has already started working on a draft website and will send the flow chart to Ms. Conte. Mr. Crockett feels that all municipal websites should provide a link to the new website.

Mayor Comiskey asks if there is a flow chart available that reflects this entire process. Mr. Pickfield says the Ministry may have a basic flow chart but it would not include the Peer Review process. Mr. MacLeod says there will be a version of the process on the new website. Mr. Crockett suggests the new website include a link to the MOE website for more information.

Mr. Crockett suggests a photo of the Mayors together. Ms. Conte feels this could be done in combination with the launch of the new website.

5. Other Business

Meeting adjourns at 3:50 pm.