

**Joint Municipal Co-ordinating Committee**  
**Meeting # 10 – April 19, 2016 at 9:30 a.m. – Zorra Municipal Office**  
**Meeting Minutes**

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

**Guests:** Darren Fry, Project Director, Walker Environmental  
Joe Tomaino, EA Process Manager, Walker Environmental

**Call to Order**

Mayor Lupton calls the meeting to order at 9:30 a.m.

Mr. Fry from Walker Environmental Group (WEG) reports that the Terms of Reference (TOR) was approved by the Ministry of the Environment and Climate Change (MOECC) with 15 amendments on March 17, 2016. WEG is currently reviewing the amendments and will be providing MOECC a letter outlining how they will integrate amendments into their Environmental Assessment (EA) going forward. This letter will be shared with the JMCC upon completion. Mr. Fry advises that WEG is fine with the amendments suggested by MOECC but they want to be clear on the expectations.

Mr. Fry advises that the next steps for WEG will be to issue a notice of commencement sometime next week to communicate to the community that the process has officially started.

The next phase will include an alternative methods assessment which will result in evaluating alternatives for dealing with the haul route, liner, leachate management, and landfill gas. A comparative analysis will provide WEG with their preferred alternatives which will allow them to finalize their work plans through engagement and consultation. Mr. Fry advises that the time frame to finalize the preferred alternatives will be approximately spring 2017 at which time WEG will commence their four-season field studies. WEG will commence preparation of their EA Report in 2018 and expects to submit the EA to MOECC by late 2018 or early 2019.

Mayor Lupton asks how WEG plans to engage the community. Mr. Fry advises the communication plan includes:

- Community Liaison Committee (CLC) meetings – new format, new facilitator
- One-on-one conversations
- Updated WEG website
- Public drop-in events may be scheduled
- Regular office hours 3 days per week
- Send letters to nearest neighbours to arrange meetings

Mayor Lupton advises that the Zorra residents are feeling disconnected since WEG plans to put their landfill in Zorra but chose an office location in the Town of Ingersoll.

Mr. Haussmann questions at what point the Peer Review Team (PRT) should become engaged in the process. Mr. Tomaino from WEG advises that WEG will consider engagement with regulators first through MOECC then will consult with PRT. Mr. Fry adds that they are still pulling pieces together. Mr. Pickfield suggests that WEG may consider working with PRT at the stage when they are reviewing preferred alternatives. Mr. Fry says they will not involve the PRT until later on. Mr. Pickfield adds that engaging PRT earlier in the process would save time and avoid backtracking later in the process.

Mr. Haussmann reminds everyone that the PRT was told by WEG that it could not be included in the CLC. Mr. Fry is not sure that is the right forum for PRT members but is willing to open up one seat on the CLC for a member of JMCC to observe. Mr. Haussmann opines that it is important that people are aware of the distinction between JMCC and PRT.

Mayor Lupton advises that the CLC meetings seem to conflict with County Council meetings so Mayors have been unable to attend. Mr. Fry advises the CLC will be discussing the date of the meetings and will also consider adding a seat to CLC for one PRT member as well. Mr. Haussmann notes that the PRT does not wish to be a member of the CLC, only to be kept informed and to be able to observe some meetings in order to assess the effectiveness of the public consultation process.

Mr. Fry asks how frequently JMCC would like to receive updates from WEG. Mr. Crockett suggests that updates should be based on milestones, rather than set time frames. Mr. Haussmann adds that additional updates may be required if any controversial issues arise in the community. Mr. Fry has committed to providing JMCC with an initial list of milestones when WEG will expect JMCC/PRT engagement.

Mayor Comiskey asks how the community will be updated. Mr. Fry offers several tools they will use to keep the community informed:

- Becky Oehler, Consultation Manager, WEG

- New and improved website
- Developing a plan for community engagement
- Assistance from County of Oxford to ensure people understand the process
- Considering a possible Town Hall Meeting and events throughout the community

Mr. Fry advises he is committed to giving advance notice to JMCC prior to any communication releases and/or media releases. Mr. Fry and Mr. Tomaino leave the meeting at 10:40 a.m.

Mr. Pickfield advises that it seems like WEG is trying to get consensus from MOECC before the JMCC and PRT. One challenge of this process is to ensure that the community is kept informed of the process and the progress while planning dialogue among experts is ongoing and the community doesn't see anything happening in the way of data gathering and report preparation.

Mr. Crockett questions why WEG is not doing studies while the preferred alternatives are being investigated. Mr. MacLeod responds that this would result in additional costs.

Mayor Comiskey questions at what point the community will have a chance to comment. Mr. Hausmann advises there will be various points throughout the study process for the community to provide comments – during the WEG public consultation process, upon submission of the EA Report to MOECC, and again upon release of the Government Review of the EA. Mr. Crockett opines that all stakeholders and members of the public should be encouraged to avail themselves of every opportunity to comment to WEG on the record to ensure their concerns are addressed in the EA.

Mayor Lupton wants to see WEG be encouraged to continuously provide updates to the community. Ms. Greb suggests these updates can be achieved through CLC meetings and adds that the CLC members greatly respect the JMCC. Mr. Pickfield suggests that the MOECC should be encouraged to attend the CLC meetings and this may result in the meetings running more smoothly. Mr. Pickfield adds that the CLC is a WEG initiative and it would be up to WEG to invite MOECC to attend. Warden Mayberry suggests that WEG be encouraged to invite MOECC to attend CLC and this would go a long way in making CLC members happy. It is decided that the JMCC will send a letter to the MOECC encouraging them to attend CLC meetings as a resource.

Mr. Crockett advises that WEG will be required to do HIA screening and this will need to be included in their workflow.

Mr. Pickfield clarifies the process should see WEG sending their proposed schedule of key steps and milestones including the proposed evaluation of alternatives to the PRT for review and response. He proposes that we ask WEG to send JMCC a letter outlining the

steps for the next year; clarification on when to expect consultation from JMCC; and when to expect a response from PRT.

Meeting adjourns at 11:34 a.m.