Councillor David Braden, City of Hamilton, chaired the meeting and called the meeting to order at 9:10 a.m.

1. **Adoption of Agenda:**
   
   Moved by Councillor D. Eke
   Seconded by Mr. D. Hart Dyke

   That the agenda be adopted as presented.

   Carried.
2. Approval of Minutes from the November 25, 2004 meeting.

Changes to the Minutes were noted as follows:
- typos on pages 2 and 3
- delete paragraph 3 on page 4 and insert the following:

It was noted that this is the first EA of its kind in that various processing technologies are being considered at par with the traditional approach to disposal - landfill.

Moved by Councillor G. Harry
Seconded by Councillor P. Bruckler

That the Minutes of the November 25, 2004 Niagara-Hamilton WastePlan Working Group meeting be approved as amended.

Carried.

3. Business Arising from the Minutes

None.

4. Consultant Team Organization

Janine Ralph provided a verbal update on the consultant Team Organization. She indicated that David Merriman will be the Project Director. She also indicated that the Region of Niagara has agreed to approve MacViro Consultants Inc. as the lead company on this project.

5. Environmental Assessment Terms of Reference (ToR)

a) Status of Comments on the Proposed EA ToR

Steve Plaice provided an update on the ToR. He advised the Working Group that a letter dated December 17, 2004, was sent to the MOE to address the First Nations comments. The Ministry’s deadline to deal with the disposition of the ToR is February 11, 2005. Steve has spoken to the MOE EA Advisor who indicated that the EA Branch has met its obligations and completed the review moving the ToR on its way to the Minister’s office. As such, the approval process for the ToR appears to be on schedule.

Copies of the aforementioned letter were distributed to the Working Group.

b) Status of 2004 Year-end

David Merriman provided extra detail respecting the 2004 expenditures, as requested by the Working Group at its last meeting. He referred to the chart printed in the agenda and reviewed it column by column explaining why the various expenses were over or under budget.

Councillor Mitchell expressed concerns with the overages. He noted the extensive use of paper and the numerous binders provided to date. He advised staff that more efforts should be made to stay within budget and to cut costs.

A discussion ensued and it was noted that this is more a case of not budgeting properly rather than a case of over spending. For example, the turnout at the public meetings, which impacts the budget, is hard to predict. It was also noted that certain communications requirements for the EA ToR and study are unavoidably expensive. Staff suggested that a way to cut costs could be for members of the Working Group to volunteer as facilitators at the public meetings.

The issues were debated at length and although the Working Group acknowledged that the budget may have been inaccurate from the beginning, it strongly encouraged staff to make every effort from now on to cut costs where possible, such as paper and printing costs.
Moved by Councillor D. Eke  
Seconded by Councillor G. Harry  
That the WastePlan 2004 Budget Status Report be received.  

Carried

6. Environmental Assessment Study  
   a) Work Plan for 2005  

Steve Plaice made a PowerPoint presentation which outlined the 2005 consultants’ work program and budget estimate. A report on the subject was printed in the agenda and he provided a hard copy of his presentation which was distributed. He went over the eight (8) step process proposed to develop and evaluate disposal alternatives and to select a preferred long-term disposal system. The associated budget estimates were also presented.

Councillor Mitchell noted that the Working Group’s directive (made at the previous meeting) to hold a high level symposium was not included in this plan.

Staff explained that the symposium would not be part of the consultants’ budget. The Working Group noted that the appropriate timeframe to include the symposium would be during step 7 of the process and staff confirmed that the Working Group will be advised of the budget for this symposium.

David Merriman indicated that Guy Crittenden will be preparing an overview of the Emissions Study which is intended for consumption by the general public and that Mr. Crittenden will attend a future WastePlan Working Group Meeting with respect to the matter.

The problem with the high printing costs was further discussed. Staff advised that information binders are available on line and hard copies are available in the Clerk’s offices, the Municipal Service Centres and all municipal libraries. The convenience and drawbacks of uploading the information were acknowledged as was the challenge of reducing paper waste (which is counterproductive to the Working Group’s mandate) while at the same time providing the public easy access to information. It was noted that a protocol needs to be developed.

In his PowerPoint presentation Steve Plaice included a Budget Monitoring section which was not included in the consultant’s letter printed in the agenda. The proposal was for the consultants to report on their expenditures to municipal staff on a monthly basis and provide quarterly updates to the Working Group however the Working Group requested that they also be updated on a monthly basis.

Moved by Councillor A. Samson  
Seconded by Councillor D. Eke

(a) That the letter from MacViro Consultant’s Inc. dated January 14, 2005 respecting Niagara-Hamilton WastePlan Study Refined 2005 Work Program and Budget Estimate be amended and re-issued to include a monitoring component which would require that the consultant’s provide a monthly expenditure report to municipal staff and the WastePlan Working Group.

(b) That the amended letter be re-issued in less than two weeks from this meeting’s date (or prior to February 3, 2005).

(c) That the 2005 consultant’s budget be approved.  

Carried

A discussion followed regarding the issue that although all municipalities within the Province of Ontario have historically and are currently required to go through an EA process with
respect to most waste disposal undertakings, the Province is absent in its leadership and support.

Moved by Councillor G. Harry
Seconded by Councillor D. Eke

(a) That a letter be forwarded to the Province asking that it review the EA process for waste facilities.

(b) That copies be forwarded to AMO, FCM, local MPPs and Mayor Miller of Toronto.

Carried

b) Systems Alternatives Review

David Merriman made a PowerPoint Presentation. He provided an overview of some possible systems comprised of technologies included in the Proposed EA ToR. The intent of this presentation was to get the JWG thinking in a systems context with regards to the management of Niagara and Hamilton’s residual wastes. As the systems presented were preliminary, hard copies of the presentation materials were not widely distributed. Preliminary types of systems discussed included the following:

- Additional at-source diversion
- Landfill
- Mechanical (formally referred to as Physical, Biological Treatment (MBT) + Landfill
- Mechanical, Biological Treatment (MBT) + Thermal Process Off-Site+Landfill
- Mechanical, Biological Treatment (MBT) + Thermal Process On-Site+Landfill
- Thermal Process + Landfill

Once the EA ToR are approved, proposed alternative systems, along with a complete descriptions and rationale for their consideration, will be presented to the JWG. This presentation would happen after the methodology and criteria for evaluating systems have been finalized which is the topic of workshops scheduled in March 2005.

c) Facility Impact Management Strategy - Draft Background Document

The Working Group was requested to review the copy of the draft document included in the agenda and the hard copy of the PowerPoint presentation which was distributed at the meeting concerning this item and a discussion will take place at the next meeting.

The Working Group Meeting lost quorum at this part of the agenda and no further decisions were made.

7. Communications

a) 2005 Communications Strategy

A copy of the 2005 Communications strategy was distributed and the members were requested to review it for the next meeting.

8. Other Information

a) Memo on Greenbelt Plan

Staff briefly advised the Working Group that the basic impact of the Province’s Greenbelt Plan will be the removal of a substantial portion of the study area for siting waste disposal facilities and an increased likelihood that a landfill cannot be established.
9. **Other Business**

a) **Update on EA Reform**

Staff advised that an update on the EA Reform will be provided at the next meeting.

Staff briefly advised the Working Group of a proposed biomass processing facility that would be located in Hamilton. Its operations will not compete for the supply of waste to be managed by an undertaking being contemplated by WastePlan. Its focus appears to be on biosolids management and specialized organics streams.

The Co-Chair requested that staff verify which members of the Working Group wish to be provided with hard copies of agendas and to distribute copies to only those members.

Staff were further requested to draft an article for Municipal World explaining what the Working Group is doing and the need for the Province to be involved. (The article can be submitted either by the Co-Chair or by the Working Group.)

10. **Future Meetings**

Staff indicated that a schedule of the upcoming meetings is attached to agenda.

11. **Adjournment**

The meeting adjourned at 12:20 p.m., to meet again on March 10, 2005 at the Stoney Creek Municipal Services Centre Saltfleet Room.