



Community Advisory Panel

**MINUTES**

November 11, 2008

7:00 to 9:00 p.m.

Dofasco – First Floor, Conference Room E

**Present:** Jessica Aird, Martha Allan, Carolyn Barnes, Dwayne Alexander Brown, Joel Hughes, Debbie Levo, Karen Logan, Lorna Moreau, Pat Thiessen, Stephen Toplak, Brian Young.

**1. Welcome and introductions**

**2. Approval of minutes from September 11, 2008**

*Moved by Jessica Aird, that the minutes be accepted as presented. Seconded by Debbie Levo. All in favour - Motion carried*

**3. Business Arising – none**

**4. Stack Identification**

The new stack identification page on the HIEA website was reviewed to assist some members in becoming more familiar with how to search for the information regarding location and identification of stacks. There was a general discussion regarding stack identification and emissions. It was suggested that we look into advertising CAP meetings in The View or the McMaster newspaper – they are local publications that are read by a younger audience. It may encourage more participation at meetings. It was also suggested that a display could be prepared as well as a handout of the stack identification photographs. HAMN is trying to get more monitors installed to improve the network but the cost is currently prohibitive.

**5. Special Project**

CAP participants had indicated a desire to find a project that they could become involved in to help build awareness of HIEA and CAP. BARC submitted an application to HIEA for funding for their Adopt-A-Creek program. This program could be ideal for the CAP participants as there is a volunteer component to the project. The project was discussed and it was determined that there was a lot of interest in becoming involved. Jim Hudson, ED., of BARC will be invited to speak at the January CAP meeting to provide details of the program. February meeting – Carla McCracken, B.Sc., M.E.S Emergency Management Coordinator for the city of Hamilton, March – workshop and Annual General meeting, April – Lafarge company presentation.

The structure and purpose of the meetings was discussed and some members indicated they would prefer more community and less business at the CAP meetings. They would like the HIEA Board of Directors and the Technical Committee to give more guidance as to what they want CAP to be. If CAP participants have specific concerns or issues then a special meeting with the company involved should be set up. It was also suggested that maybe there should be some time (1/2 hour) at each meeting where it is only CAP participants and no company representatives. Some participants attend the meetings to learn about member companies and other community concerns so they can

take this information back to their neighbourhood. It was suggested that maybe there should be a discussion within CAP to determine what issues would be brought forward to HIEA members. There was a request to develop "Terms of Reference" for the CAP.

There were a number of suggestions as to how discussions might take place. One idea was to develop a wiki where CAP participants could encourage open discussion. There was a discussion regarding the magnet and its effectiveness. It may be produced with only HIEA general information, MOE, Environment Canada, and the city contacts on it.

As a follow up to the request for reporting on individual company performance there will be a standing item on the agenda for reporting company performance. The technical committee will be asked to look at how this can be done. All companies have been asked to submit a monthly report of all calls/complaints to Karen who will compile a report. Any concerns or complaints that have been brought to CAP can be discussed and brought forward to the company reps for response or follow up.

#### **6. Next Regular CAP Meeting**

**Date:** Thursday January 8, 2009

**Place:** ArcelorMittal Dofasco main office conference room

*Reported by Karen Logan*