



## Ragged Lake Composting Facility Community Liaison Committee

### SUMMARY NOTES OF CLC MEETING # 2 March 1, 2018

*The meeting summary notes recorded here are not intended to represent a verbatim record of the meeting proceedings but rather an overview of the discussions and a listing of any action items agreed to during the meeting.*

Attendance:

CLC Members Present	CLC Members Not Present	Guests
Frank Johnston	Matt Keliher (HRM)	Kim Ungar (AIM)
Tom Seguin		
Maureen Yeadon		
Councillor Steve Adams		
Krista Flanagan (HRM)		
Jordan Vallis (HRM Alternate)		
Darren Evans (AIM)		
Dennis Perlotto (AIM)		

LOCATION: Coastal Inn, 98 Chain Lake Drive, Halifax, NS

The CLC meeting agenda was presented as follows:

#	Agenda Item	Presenter	Time
1	Review Summary Notes of Nov 23, 17 CLC Mtg # 1	All	15 minutes
2	Discuss Action Items from first meeting: <ul style="list-style-type: none"><li>• Public Access to Meeting Notes</li><li>• Identification of 4<sup>th</sup> public member</li><li>• Facility notification details at Irving</li><li>• Finalize dates for facility tour(s)</li><li>• Set date for next CLC meeting</li><li>• Review proposed monthly ops reports</li></ul>	All	50 minutes
3	Review Status of Facility repairs from damage caused on Dec 25, 17 and Jan 4, 18	AIM	20 minutes
4	Discuss Feb 22, 18 Odour Complaint	All	10 minutes



5	Recent Facility initiatives	AIM	10 minutes
6	Open discussion, Q&A	All	15 minutes

**Meeting commenced at 7:05PM**

Summary of CLC Meeting Discussions

#	Item	Action
2.1	Krista Flanagan was introduced as a new Committee member. Krista is HRM's new Contract Coordinator for the Ragged Lake Facility replacing Jordan Vallis who has moved on to new waste management responsibilities within HRM. Jordan attended this meeting as Matt Keliher's alternate as Matt was unavailable to attend.	
2.2	D. Perlotto commenced a Power Point presentation following the items listed on the agenda.	
2.3	D. Perlotto pointed out that the term "Minutes" has been replaced with "Summary Notes" regarding the record of the meeting proceedings. These are not intended to be formal meeting minutes. The committee reviewed and agreed to approve the Summary Notes for CLC Meeting #1 as recorded.	
2.4	Regarding the sharing of Committee information with the public, D. Perlotto offered to host CLC information on AIM's website. M. Yeadon suggested contacting Shirley Jollimore at the Prospect Community Center (Prospect Road Community Center) to enquire about posting an AIM/HRM/CLC notice containing a link to AIM's website in their publication called "Prospective". The Committee agreed this should be pursued.	AIM to contact Prospect Road Community Center  AIM to post CLC documents on its website
2.5	Councillor Adams was asked if any other potential community members had been approached to join the Committee. He agreed he will contact Bob Dooley who lives and operates a small business in the community.	Councillor Adams to contact potential community member
2.6	D. Perlotto proposed a notice that could be posted at the Circle K/Irving informing the public of the existence of the facility and providing contact information should they want to lodge an odour complaint or provide other feedback to the facility. It was also suggested that "business" cards could be available to be given to patrons who raise concerns about the facility and want contact information. T. Seguin stated he has permission from his employer to participate. The Committee agreed that for the purpose of the notice and card, another HRM contact phone number such as 311 should be	HRM to recommend additional contact information



	<p>included along with the AIM Ragged Lake CLC email address and the Plant phone number. HRM will recommend and appropriate additional contact number. T. Seguin also offered to keep a log book where his employees would note any comments regarding the Facility, including comments about odours, that may be made by customers.</p> <p>The Committee agreed that the proposed notice, business card and log book approach would be more effective than posting a sign at the roadside.</p> <p>It was agreed that once information on the additional contact number was provided, the notice could be finalized and placed without waiting for the next CLC meeting to further discuss and approve.</p>	
2.7	<p>Plant tours were offered to community CLC members. Dates for groups or individuals could be offered by contacting D. Perlotto. Alternately, individuals could simply contact the D. Evans at the Plant directly to arrange a quick tours as a tour could be arranged in as little as only one business day or advanced notice.</p>	
2.8	<p>The Committee agreed that the next meeting (Mtg # 3) will be held on May 31<sup>st</sup>. D. Perlotto to schedule subsequent meetings AIM's discretion; with September 13, 2018 proposed for Mtg #4.</p>	<p>AIM to schedule future CLC meetings</p>
2.9	<p>D. Perlotto presented an example of a Monthly Facility Report that will be provided to the Committee. The community members were happy with the report and proposed content. Reports for November, December, January and February will be circulated electronically for further comment and when finalized posted on the AIM Website for download</p>	<p>AIM to circulate copies of Monthly Facility Reports and when finalized post on AIM Website for download</p>
2.10	<p>D. Perlotto presented an overview of the facility roof damage to both the curing building and the screening building caused by high winds and the repair activities that followed. The initial damage occurred December 25, 2017. The full replacement of the curing building roof fabric was completed on February 27, 2018 with normal operations resuming February 28, 2018. One odour complaint (on February 22, 2018) was received during this time period. This odour complaint occurred on the last day that a section of roof was open due to damage; the last roof fabric panel was placed the next day, fully enclosing the building.</p>	
2.11	<p>D. Perlotto presented some of the recent initiatives undertaken at the Facility as follows:</p> <ul style="list-style-type: none"> <li>• New John Deere JD544 loader delivered in August 2017</li> <li>• New container roll-off truck delivered in December 2017</li> </ul>	



	<ul style="list-style-type: none"><li>• Inground biofilter media replaced in 2 of 6 cells in Q4 of 2017. Media in remaining four cells to be replaced this year.</li><li>• Receiving building cladding replaced and structure repaired in spring of 2017</li></ul>	
2.12	The Committee agreed that the CLC process AIM is following is useful and the meeting format and information provides a worthwhile use of time.	

**Meeting adjourned at 8:50 PM**

**As noted above, next meeting is 7:00 PM Thursday May 31, 2018**