



Ragged Lake Composting Facility Community Liaison Committee

SUMMARY NOTES OF CLC MEETING #11 June 17, 2021

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
Bob Dooley	Frank Johnston	
Darren Evans (AIM)		
Ken Kielly (AIM)		
Tim Jordan (HRM)		
Andrew Philopoulos (HRM)		
Councilor Patty Cuttell (HRM)		

LOCATION: MS Teams Conference Call

The CLC meeting agenda was presented as follows:

#	Agenda Item	Presenter	Time
1	Review and Approval of Summary Notes of CLC Meeting #10 – September 10, 2020	All	5 minutes
2	Discuss Action Items from CLC Meeting #10 – September 10	All	5 minutes
3	Summary – New Facility & O&M Agreement	AIM	10 minutes
4	Facility Operations Update (Including COVID)	AIM	20 minutes
5	Open Discussion, Q&A and Next Meeting Dates	All	20 minutes

Meeting commenced at 7:00 PM



Summary of CLC Meeting Discussions

#	Item	Action
10.1	Discussed and agreed to go ahead with the meeting with the attended four members as majority were in attendance.	
10.2	Copies of the Summary Notes of Meeting #10 were distributed via email and reviewed by the Committee. The approval of meeting notes was motioned by B. Dooley and seconded by D. Evans	
10.3	<p>CLC member changes were noted as follows:</p> <ul style="list-style-type: none"> • Retirement: Maureen Yeadon. • Welcome: Councilor Patty Cuttell. • Search: The Committee will continue searching for new members to fill the empty positions. 	Tim J. to send Terms of Reference (TOR) to Councilor Cuttell for review and distribution as recommended. AIM and HRM members will solicit potential stakeholder groups for new member interests.
10.4	Ken K. advised that the AIM website has been updated. Meeting documents are up to date and monthly reports are posted up to May 2021.	Ken K. to continue to upload documents to AIM website
10.5	<p>New Facility Update and O&M Agreement:</p> <ul style="list-style-type: none"> • Overview: Provided by Ken K. • New Agreement: Contract Details; Contract Term; and Interim Services Agreement with Miller Waste Systems. • New Facility: Construction Update; May 31st, 2021 Storm Event was reviewed noting issues, action items and contingencies. 	Ken K. agreed to present an overview of the New Facility Technology and Operations at a future meeting.
10.6	<p>The following odour complaints were registered in 2021:</p> <ul style="list-style-type: none"> • May 31st, 2021: Small hints of odour around main entrance witnessed by NSE, courtesy call as an FYI to Darren. E. • Aug 28, & Aug 29, 2021: One complaint left on HRM 311. Received notice of complaint Monday, Aug 30, 2021. 	<p>Repairs made- issue resolved. Treating as reportable.</p> <p>No odour observed. Possible defective flange -repaired.</p>



	<ul style="list-style-type: none"> Oct 8, 2021: Complaint left on HRM 311. Odour observed between Mills Rd and Exhibition Park on Prospect Rd. Caller noted complaint Oct 6, 2021. 	Trucking of compost. No odour observed during investigations.
10.7	<p>COVID-19:</p> <ul style="list-style-type: none"> Covid-19 protocols are in place and the ongoing pandemic has not impacted composting operations. Proper PPE, cleaning protocols, distancing, hygiene and sanitation stations were implemented. There were some absences due to suspected contact or suspected infection however there have been no confirmed positive tests from staff members. Availability of contractors to perform maintenance or repairs has decreased, however still maintaining all equipment and operations. 	<p>Ken K and Darren E. to continue monitoring all supply chain items to ensure COVID readiness.</p> <p>Continue to ensure all employees are vaccinated as required.</p>
10.7	<p>Facility Operations - 2021 Processing Statistics:</p> <ul style="list-style-type: none"> Year to Date key details presented by Darren E. Compost amounts will fluctuate during the year due to processing activities, projects etc. 	
10.8	<p>Facility Operations – Maintenance and H&S:</p> <p>The following topics were presented and reviewed:</p> <ul style="list-style-type: none"> Maintenance: Concrete restorations in both the Receiving and Curing Buildings; 2 new receiving doors; 6 new ventilation fan motors. Health & Safety: Supplies (demand versus supply); monitoring protocols as per Government and Health Authority mandates; training and development programs for employees. 	
10.9	<p>Ken K. proposed next CLC meeting for December. Date to be confirmed.</p> <p>Meeting adjourned at 8:15PM.</p>	