



Meeting Minutes
Coordination Committee
Mon. August 11, 2014, 3:00 – 5:00 pm
71 Main St W, City Hall, Rm 192/193

1. Introductions & Welcome

In Attendance:

Denis Corr, Citizen/Rotek Environmental/Mac Engineering Physics (Chair)
Brian Montgomery, Air Quality Coordinator, City of Hamilton
Andrew Sebestyen, U.S. Steel Canada
Peter Chernets, Citizen
James Kaspersetz, OEAC
Deirdre Connell, Green Venture
Debbie Achatz, Public Works, City of Hamilton
Jim Stirling, ArcelorMittal Dofasco
Lynda Lukasik, Environment Hamilton
Karen Logan, HIEA Representative, Communication Coordinator
Katie Chan, U.S. Steel Canada
Brian Lennie, Horizon Utilities Corporation
Hazel Breton, Hamilton Conservation Authority
Heather Arnold, Environment Canada

Regrets:

George McKibbin, McKibbin Wakefield Inc.
Matt Lawson, Public Health, City of Hamilton
Marie McKeary, McMaster Institute of Environment & Health
Heather Donison, Sustainability, City of Hamilton
Peter Topalovic, Smart Commute -TDM, City of Hamilton
Lorraine Vanderzwelt– Mohawk College
Patrick Quealey, Environment Canada
Tom Chessman, Public Works, City of Hamilton
Kathryn Gold, Green Venture
Dave Carson, Dundas in Transition
Anna Yusa, Health Canada
Michelle Sergi, Planning and Economic Development, City of Hamilton
Carolyn Barnes, ArcelorMittal Dofasco
Sally Radisic, Public Health, City of Hamilton
Mark Smithson, Ministry of Environment and Climate Change
Jay Carter, Environment Hamilton
Joy Liu, Environment Hamilton

Meeting Commenced at 3:05pm

2. Approval of July 14 2014 Minutes

- Approved

3. Approval of June 9 2014 Minutes

- Approved except Item 3 St. Christopher Air Monitor
- Suggested changes were sent by Email from Marie McKeary
- Changes requested – item 1) retain original wording, item 2) suggested changes by Marie accepted, item 3) retain original wording, item 4) retain original wording with clarification that Public Health volunteered to perform task
- Changes to minutes approved
- Andy Sebestyn reported that the HAMN board had discussed Clean Air Hamilton's request with regards to item 1) and agreed to update CAH on any significant changes to their air monitoring network

Items:

4. Clarity and Atmosphere – Discussion- Everyone

- Last meeting D. Corr read out relevant parts of Clean Air Hamilton Terms of Reference “A facilitative process is used to achieve consensus-based decisions and actions”.
- Rarely do we have formal votes
- CAH is most often an information sharing group, since members have very different responsibilities and different ability to make public comments on behalf of their respective organizations
- CAH provides a forum for respectful and collaborative exchanges between different stakeholders with an interest in improving air quality in the city
- (CAH Tof R) However, over the years, members have changed and new members do not always understand group dynamics
- Not all members are clear on some functions and governance and wish clarification
- More structure ?, not a rigid process but inherent flexibility
- Governance discussion would be worthwhile without going to a full scale workshop, e.g., better Minutes recording, items on Agenda, how do we receive delegations, how do we handle requests of us, role of observers at meetings, authority – no legal authority, but moral authority
- Previously had a subcommittee – Marie, Carl, Peter, Brian, Andy and Karen looked at consensus decision making in 2013, reported back in October 2013 but put off any decisions until new Chair was found.
- Now we have new Chair, recommend revisiting
- Due to time constraints and commitment by members , CAH agenda item rather than

workshop preferred route

- Recommend Chair meet with subcommittee and review recommendations from subcommittee of 2013 then make recommendations to broader CAH members for discussion and decisions.
- Suggest item of “Clarification” be put on CAH agenda moving forward – 45 to 60 minutes?

Action item: Denis to meet with Decision Making subcommittee to review recommendations of work and submit recommendations to CAH members for discussion and decisions at future meetings.

Action item: Item to be put on agenda moving forward to allow time to discuss and decide governance and function matters of CAH.

5. Clean Air Hamilton 2015 Projects – Discussion – Matt Lawson

- Matt not present, Brian M reported
- Attempt to streamline and improve project funding process
- Propose that Clean Air Hamilton should consider 2015 project proposals at October 2014 meeting
- Members agreed to use project template used in June 2014
- Members recommended proposed projects be submitted by October 1st
- Suggestion that this be backed up to June meetings in future with regards to future years so any large projects can seek capital budget of City

Action item: Brian to send project template to members with instructions and deadline date of end of September.

Updates:

6. Clean Air Hamilton “(E)valuation” – Reminder

- Encourage members to complete and submit to Marie McKeary.

Action item: Brian to send out template again to members and members to submit responses to E(valuation) survey to Marie McKeary.

7. Climate Change Plan Update – Information - Brian Montgomery

- July 22, 2014 launched the “Lets Talk About the Weather” campaign in the community to engage and develop a community climate change plan. Had 100 attendees and great discussions and information exchanges.
- Plan and actions will look at preparing community for climate change impacts/risks as well as reductions of emission sources

- The Climate Change Working group has expanded to become the Steering Committee for this work
- Members for Steering Committee – social, environmental and economic focus. Community members have been approached and met on July 8, 2014
- Eight themes for Task Force groups (and looking to narrow down to six) formed for the discussions to examine themes areas – Water and Natural Heritage, Infrastructure, Land Use and Built Form, Transportation, Local Economy and Business, Agriculture and Food, People and health, Awareness and Education to make recommendations for actions.
- Discussion Paper available on-line: www.climatechangehamilton.ca/plan
- Members asked to read and provide input and responses to questions
- Broader community engagement will include in-person events (like Liuna), coffee and other community gathering spots conversations, and pop up booths at events. On-line conversations and notifications will be through Hamilton Climate Change Champions website, Facebook page and project specific Twitter account.
- Twitter - @ClimateConvo
- First pop up was Friday August 8 for Art Crawl, had 30 people come by
- 14 months of work has begun.
- Council and Clean Air Hamilton will be kept informed of activities and results.

Action item: Members encouraged to be involved in engagement and development of the community climate change plan. Contact climatechange@hamilton.ca if you have ideas, actions or wish to suggest a venue or host a climate plan conversation with your networks.

Other items:

None

Meeting Adjourned at 4:30 pm

Next meetings:

September 8, 2014	3:00-5:00pm	City Hall Room 192/193
October 6, 2014	3:00-5:00pm	City Hall Room 192/193