



Meeting Minutes
Coordination Committee
Tues. February 24, 2014, 3:00 – 5:00 pm
71 Main St W, City Hall, Rm 192/193

1. Introductions & Welcome

In Attendance:

Brian Montgomery, Air Quality Coordinator, City of Hamilton (Acting Chair)
George McKibbin, McKibbin Wakefield Inc.
Deirdre Connell, Green Venture
Kathryn Enders, Green Venture
Sally Radisic, Public Health, City of Hamilton
James Kaspersetz, OEAC
Lynda Lukasik, Environment Hamilton
Karen Logan, HIEA Representative, Communication Coordinator
Marie McKeary, McMaster Institute for Healthier Environments
Christine Newbold, Planning and Economic Development, City of Hamilton
Jonathan Bastien, Hamilton Conservation Authority
Peter Chernets, Citizen
Ted Mitchell, Citizen
Brian Jantzi, Ministry of Environment and Climate Change
Matthew MacLean, Ministry of Environment and Climate Change

Regrets:

Denis Corr, Citizen/Rotek Environmental (Chair)
Matt Lawson, Public Health, City of Hamilton
Brian Lennie, Horizon Utilities Corporation
Scott Peck, Hamilton Conservation Authority
Dan Dobrin, Ministry of Environment and Climate Change
Jim Stirling, ArcelorMittal Dofasco
Anna Yusa, Health Canada
Heather Donison, Sustainability, City of Hamilton
Michelle Sergi, Planning and Economic Development, City of Hamilton
Dave Carson, Dundas in Transition
Andrew Sebestyen, U.S. Steel Canada
Matt Adams, McMaster Centre for Spatial Analysis
Debbie Achatz, Public Works, City of Hamilton
Heather Arnold, Environment Canada
Katie Chan, U.S. Steel Canada
Peter Topalovic, Smart Commute -TDM, City of Hamilton
Patrick Quealey, Environment Canada
Lorraine Vanderzweert– Mohawk College
Tom Chessman, Public Works, City of Hamilton

Meeting Commenced at 3:05pm

- Scott Peck was unable to attend, Jonathan Bastien came in his place representing the Hamilton Conservation Authority.
- Matthew MacLean attended from Ministry of the Environment and Climate Change
- Brian Montgomery facilitated, Marie McKeary and Karen Logan recorded minutes

2. Approval of January 12 2015 Minutes

- McMaster Institute of Environment and Health must be changed to new title McMaster Institute for Healthier Environments
- Approved

Updates:

3. Ontario's Climate Change Discussion Paper – Information – Brian Jantzi

- Province has released a Climate Change Discussion Paper
- The paper is action oriented and is based on 10 guiding principles. Aim is to create Best Practices policy which will be resilient, adaptive and collaborative ongoing overall a "living document."
- Link shared with members of Clean Air Hamilton – <https://www.ontario.ca/environment-and-energy/climate-change-consultation>
- Posted on EBR and comments due by March 29, 2015
- Comments will be in the format of a survey placed at the end of the consultation invitation.
- An in-person consultation taking place in Hamilton on March 16, 2015 at the McMaster Innovation Park from 6pm to 8pm.
- Encouraging members and their groups to provide comments to the Ministry
- CAH members questioned 'missing' legislation documentation which should be referenced within the document.
- Others asked whether the document adopted the 'cap and trade' mechanism used in BC documentation.
- There was a discussion on both points and Brian J. emphasized those comments would be welcome in terms of the online/in person consultation.

4. Clean Air Hamilton Report Working Group – Information & Discussion – Karen Logan

- Group has reformatted report and the results were shared with members
- Brian M. and other members thanked the subcommittee for their excellent work and the majority of members present supported the new format.

- Discussion centered on comparative graphs which need to be contextualized and have some criteria for the cities chosen for comparison. Some discussion on the 'messiness' of the graphs, information was not accessible nor communicated clearly. Revisions will be made by the sub-committee depending on the availability of data from MOE. Discussion and improvements will continue.
- Need to talk to Ministry of Environment with regards to air trend comparison graphs to other cities to update information
- Last page (Trends and Comparisons) needs to be less 'text' heavy and it was suggested key findings and text boxes could clear away the 'clutter' and allow for accessibility.
- Overall, the goal of a shorter, user friendly report has been achieved and longer versions with more information will be available on the website. Finally, references within the document will be 'hot linked' .

Items:

5. Clean Air Hamilton Decision-Making Group- Results & Discussion

- Brian introduced the current members of the subcommittee: Marie McKeary, Karen Logan, Andrew Sebestyen, Denis Corr, and Brian Montgomery. Brian M. facilitated and Marie McKeary and Karen Logan noted the conversation for the minutes.
- After a number of discussions on the appropriateness of consensus and other decision making models available to CAH, the sub-committee decided to have a discussion with the larger group regarding priorities and preferences going forward. Past history, experience and expertise of the sub-committee were shared in order to inform new and old members of work completed and goals recommended going forward.
- The intent is to begin an on-going conversation (may be standing item) with the whole group regarding: Agenda setting, Recorded minutes, Presentations and presenters, Open and closed meetings, Rules of conduct/practice operationalized for members, and finally, both content (ie mandate of CAH) and process (the operationalizing and choice of consensus/agreement style) for decision making, when appropriate.
- Brian M. began the facilitation with a power-point illustrating a number of foundational models/challenges of consensus as a 'starting point' for the discussion. Everyone agreed the items would be on-going and although the attendance was small the conversation was initiated.
- Feedback from members showed there has been some difficulty identifying members and their associated organizations thus challenging the ability to facilitate discussions. Group discussed the use of tent cards or name tags and agreed that tent cards would work best with one separate "voting" card per organization. There would also be presenter and guest tent cards available. Brian will prepare these for the next meeting.
- In order to operationalize the principles of mutual respect listed on the Terms of Reference the sub-committee believed a code of conduct/practice was necessary. The focus would be transparency and assistance for old/new and visiting members. The discussion was initially met with resistance until the sub-committee discussed their concerns with current members taping CAH meetings without permission and the quality of some of the presentations in

terms of offensive (racist, sexist) language. It was agreed there would be a reminder announcement at beginning of all meetings regarding no taping/filming of meeting without express permission. Some members discussed penalties for violation of the code. All presentations would be submitted at least a month ahead for both Brian M. and Denis C. to preview and share with members at least two weeks prior so all are prepared and raise any concerns. Prior screening would also involve an assessment of 'fit' to the CAH mandate and thus avoid unhealthy discussions regarding length of time, pressure for decisions, and appropriateness for support or decisions. Some members believed Brian M. and Denis C. may use discretion on behalf of the group when a 'quick' decision had to be made.

- Since CAH meeting are also open to the public, the ability to have 'closed' or 'in camera' discussions was discussed in the light of possible decisions needing to be made quickly. Again, if other changes are implemented this issue should not arise. Christine Newbold, offered to conduct an environmental scan of other city committees regarding their process for 'closed sessions' and report back to the group.
- It was agreed the Agenda would be sent out at least two weeks prior and would now be divided into four sections: Information items, Issue/Topic items to increase awareness among CAH members of pertinent topics, Decision Making items and finally, Standing Items (for example the continuation of topics raised today in this conversation). Thus, Brian M. and Denis will require items to be submitted much earlier (at least a month ahead) in order to achieve these changes. A better defined process would help everyone. Also it was suggested that any item requiring a vote/decision would need to come to a meeting for discussion first – voting would take place at the next meeting to give all members the opportunity to do more research and investigate their options to provide an informed vote.
- Sub-committee recommended a set of criteria be developed for future presentations to be shared with presenters and to achieve transparency among members. It would also assist Brian and Denis with the decision to accept the presentation or not. At a minimum the criteria needs to include solid scientific evidence (according to established scientific principles). Group agreed.
- There was a discussion about how CAH will operationalize a clear decision making model/template whether or not it is a form of consensus or business voting model. The group began the conversation regarding those items which are appropriate to a CAH decision - most importantly content wise need to clarify our mandate and process wise need clarification. If we wish to use a form of consensus it needs to be clearly outlined with options for individual organizations to 'opt out' and have the decision recorded. It may be the group simply needs to be able to record agreement/disagreement, ie voting/voting cards since it is a business group of multi-stakeholders. An excellent discussion ensued and members present wished to continue the conversation in future meetings. Brian M. will set aside 30 minutes and place decision making and the other items raised by the sub-committee as a standing item on future agendas until a process has been clarified.
- Finally, any changes to minutes unless they are simply spelling or editing changes must be discussed at the next meeting giving all CAH members the opportunity to give input to changes to official minutes.
- All agreed the conversation had been fruitful and should be continued in the future. Brian M. brought the meeting to a close.

Action items:

Members wish to continue discussion at next meeting and request 30 minutes be set aside.

Meeting Adjourned at 4:55 pm

Next meetings:

March 9, 2015

3:00-5:00pm

City Hall Room 192/193

April 13, 2015

3:00-5:00pm

City Hall Room 192/193