

**City of St. Thomas  
Community Recycling Centre  
Public Liaison Committee  
March 31, 2016  
Meeting Minutes**

**Attendees:**

Chris Palmer, Greg Carrie, Joan Rymal, Justin Lawrence, Michelle Shannon, Mike Neal and Nathan Bokma

1. Call to Order- opened the meeting at 6:35pm.
2. Site Tour  
Tour led by Michelle Shannon.
3. Update on Construction Progress  
Staff reported that construction progress is moving well, although there was a small delay upon finding unsuitable soil for the construction of the tipping deck. As well, the supplier of the retaining wall has been difficult to work with.  
Staff are still anticipating an early July opening and report that the project is not over budget at this point.
4. Update on RFP for Site Operations  
The RFP to operate the site was released on February 18, 2016 and closed on March 24, 2016. Four submissions were received, staff are reviewing the bids and will be recommending an award of the RFP at the April 11, 2016 meeting of City Council.
5. Review Construction Schedule  
City has awarded the construction of the site to HIRA Construction. Construction began immediately after the Council approval. Mr. Palmer noted that it appears that the HIRA is moving very quickly and efficiently.
6. Additional Business
  - a. Promotion and education for the Site.  
The group discussed the best method for distributing information about the site to the general public. Many great ideas were brought forward including: creating a webpage specific to the CRC, bulk mailing or mailing with the St. Thomas Energy Bills. Councillor Rymal suggested contacting Fanshawe College to see if there would be a student interested in assisting with the web application.

**Next meeting to take place in July 2016, prior to site opening.**