

**City of St. Thomas
Community Recycling Centre
Public Liaison Committee
November 26, 2015
Meeting Minutes**

Attendees:

Chris Palmer, Greg Carrie, Joan Rymal, Justin Lawrence, Michelle Shannon, Mike Neal.

1. Call to Order- opened the meeting at 7:00 pm.

2. Elect a Chair and Vice Chair of Committee

Justin Lawrence volunteered to Chair the committee, Mike Neal to Vice-Chair

3. Review Terms of Reference

Group discussed the terms of reference for the committee. The committee is a requirement of the Environmental Compliance Approval of the site. As well is in place to act as an advisory committee to the City of St. Thomas however in no way is able to make decisions only recommendations to be ultimately approved by the members of Council.

4. Review Site Plan

Staff provided a brief overview of the site, including intended items to be received and general traffic flow around the site. There was discussion on if the City will operate the site with City staff or contracted staff. Ms. Shannon indicated that the preference at this time is contract the operation out and that a Request for Proposal would be released in the New Year.

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. Meeting Agendas/Minutes

The group discussed the best method for distributing information to the members. It was suggested that a web page dedicated to the Community Recycling Centre could be developed on the City's website. The minutes and agendas could be uploaded directly there and accessible by the members and the general public.

Action: Staff to create a webpage. All meeting invitations will go out electronically and contain a short link to the website where the material can be found.

b. Promotion and Education

The committee discussed the method in which the City will make the public aware of the opening of the site. Staff estimate that there is a budget of approximately \$5000 set aside for this activity. The committee brain stormed ideas which included: a YouTube video, a flyer in the St. Thomas Energy Bills, Newspaper ads, website, Facebook.

Action: Staff to develop a communication plan

Next meeting to take place in February 2016.