

DRAFT 'WORKING GROUP' MEETING NOTES

April 3, 2007
Curling Rink Lounge
5:30 to 9:00 pm

AGENDA

1. **Welcome and Introductions**
 - Review of roles and responsibilities
 - Ground rules
 - Purpose of this meeting
 - Selection process for 'Working Group' participants
 - Agenda review
2. **Committee Mandate / Purpose discussion**
 - Facilitated working session to establish a proposed mandate for the committee
3. **Committee Structure Discussion**
 - Facilitated working session to establish a proposed structure for the committee including:
 - Size of committee
 - Process for identifying potential committee participants
 - Committee members roles and responsibilities
 - Decision making method
 - Frequency of meetings
 - Location of meetings
4. **Next Steps**
 - Proposed work plan for committee implementation
 - Facilitation Team work list
 - Next meeting date
 - Feedback for the Facilitation Team
5. **Adjourn**

SELECTION PROCESS FOR WORKING GROUP PARTICIPANTS

How did we get here tonight?

- Public consultations that took place between October and December 2006 (one-on-one visits and phone calls) identified significant interest for enhanced communication about the proposed project
- Identified the need to clarify community members' questions about the proposed project and to find effective ways to share information
- HAZCO (AST) / community meeting took place January 31, 2007 for the purposes of reviewing concept for establishing a locally-based communication initiative
- Some January 31, 2007 meeting participants completed feedback survey indicating support for establishing committee process and expressed their interest in participating
- Feedback survey participants (you) were invited to participate in Working Group to establish locally-based communication committee

WORKING GROUP DECISIONS REACHED

Committee Mandate / Purpose

As representatives of HAZCO and a group of residents with an interest in the AST Project (the Working Group) recommend the establishment of a committee for the purpose of:

- enhancing communication through the sharing of *credible* information - clarify questions about the proposed project and find effective ways to share information
- Problem-solving / issue resolving when these opportunities present themselves
- Build more positive, go-forward relationships amongst all

Committee Size

The Working Group recommends that the committee be established as follows:

- Maximum of 15 to 18 core committee members
- Alternates to be appointed and attend in committee members' absence
- Engage other interested community members some way (i.e. hold open meetings every other meeting, have a segment of each meeting that is open, etc.)

Process for Identifying Committee Participants

The Working Group recommends that the *core* committee members will be selected based on the following:

Core committee members

- 1 elected official from the Town of Lamont
- 1 elected official from the Town of Bruderheim
- 1 elected official from the Town of Mundare
- 1 County elected official
- 2 emergency response (Fire Chiefs)
- 4 residents (families) within 1.5 km of the proposed facility site
- 2 broader community members (beyond 1.5 km of the proposed facility site)
- 1 representative from Canexus
- 1 representative from Triton
- 2 Friends of Lamont County representatives
- 1 plant operator / tradesperson
- 2 HAZCO representatives

Possible committee resources

- Alberta Transportation (road and rail)
- Health Authority
- Fort Saskatchewan Air Partnership
- WorleyParsons Komex
- Director of Disaster Services
- Lamont Health Care Centre
- ETC

Committee member roles and responsibilities

The Working Group recommends that the role of committee members will be to act as community conduits / liaisons.

Method to reach decisions

The Working Group recommends that committee decisions will be made using a consensus decision making model (a state of mutual agreement among members of a group where all concerns of individuals have been addressed to the satisfaction of the group – all members can live with a decision).

Frequency of meetings

The Working Group recommends that committee meetings will be held initially once a month.

Providing Information about Committee Meetings to the Community

The Working Group recommends that information from committee activities be reported and made available using multiple approaches. Possible examples that were identified are:

- news item in the paper
- insert in the newspaper
- Town of Lamont Tidbits
- Town of Bruderheim Newsletter
- HAZCO website
- hard copy at local offices
- ETC.

Attribution of meeting comments in meeting minutes / notes

The Working Group recommends the following:

- Meeting minutes / notes will contain a summary of discussions
- Meeting minutes / notes will highlight any agreements that are reached
- Meeting minutes / notes will not contain attribution of individual comments

Location of meetings

The Working Group recommends that the location of the committee meetings will be decided on a meeting-to-meeting basis and will be based on space availability.

Other Working Group Decisions

1. Media will not be invited to attend committee meetings.
2. A discussion on differing methods to resource this committee will be held in the near future.

NEXT STEPS

Next meeting date, time and location

Wednesday, April 25, 2007
6:30 pm start time
Bruderheim Boardroom

Facilitation Team Task List

1. Develop DRAFT meeting notes and send to Working Group meeting participants for review
2. Contact Friends of Lamont County (FOLC), provide an update of this meeting's discussions and extend an invitation for 2 FOLC representatives to participate in this process.
3. Contact community member (resident beyond 1.5 km of proposed facility site), Canexus, Mayor of Mundare), Fire Chief Lamont and a Triton representative and provide an update on this meeting's discussions as well as when the next meeting date is.
4. In advance of the next meeting, develop DRAFT April 25th agenda and send to Working Group meeting participants as well as above-noted for review.
5. In advance of the next meeting, develop DRAFT work plan and send to Working Group meeting participants as well as above-noted. The focus will be on gathering priority issues / questions.

Working Group Meeting Participants' Task List

1. Provide feedback on DRAFT April 25, meeting agenda.
2. Provide feedback on DRAFT work plan with a focus on identifying priority issues / questions.

Feedback for Facilitation Team on Working Group Meeting

Participants shared that this meeting was very positive, productive and a step in the right direction.