



Hamilton CAER Group

Minutes of meeting

Place: Team-1
1650 Upper Ottawa
Hamilton, ON

Date: March 9th, 2006

Attendees

First Name	Last Name	Company	First Name	Last Name	Company
John	Boakes	Benjamin Moore & Co. Ltd.	Mark	Bell	Stelco Hamilton
Chris	Anderson	Dofasco Inc.	Cathy	Courage	Team 1 Environmental Services
Barry	Jasper	Echelon Response & Training	Kim	Baylis	Tennier Absorbent Products
Ross	Edwards	Forsythe Lubrication	Gord	Gilmet	VFT Canada Inc.
Paul	Meredith	Hamilton Emergency Services	Michael	Gingras	Westway Terminal Can.
Bill	Pasel	Hamilton, City of	Ralph	Holmes	
Ruth	Holland	Spill Management Inc.			

Regrets

First Name	Last Name	Company	First Name	Last Name	Company
Jodi Rae	Tanney	Aggressive Metals	Brian	Peirce	Frontline Environmental Management
Bruce	Hale	Biedermann Packaging Inc.	Erika	Kadar	TSM Engineered Services

Absent

First Name	Last Name	Company	First Name	Last Name	Company
Jim	Kruchka	Air Liquide Canada	Joe	Kubes	Kubes Steel Ltd.
Ross	Bannatyne	Bannatyne & Company General Insurance Adjusters Ltd.	Barry	Drake	Lakeport Brewing
Terry	McGowan	Bartek Ingredients Inc.	Tim	Cookney	Newalta Industrial Services Inc.
Dave	Strauch	Bartek Ingredients Inc.	Steve	Leistner	Niagara Pharmaceuticals
Vesna	Salvina	Barton Alloys	Patrick	Peidle	Orlick Industries
Roger	Taylor	Baycoat	Rick	Brown	Partners in Safety
Graham	Douglas	Benson Chemicals	Cheryl	Cascaden	RPR Environmental
Ian	Baillie	BOC Canada	Dennis	Kennedy	Shell Canada Products
David	Stairs	Bunge Canada, Hamilton Plant	D'Arcy	Wilson	Siemens Westinghouse Inc.
Joe	Demizio	CFF Stainless	Cliff	Holland	Spill Management Inc.
Brian	Young	Columbian Chemicals Canada Ltd.	Donald	St. Pierre	St. John Ambulance
Sana	Batshon	Dufferin Concrete	Dennis	McCleary	Stelco Hamilton
John	Morrison	Hamilton Catholic District School Board	Paul	Belfry	Union Gas Ltd.
Paul	Morrison	Hamilton Police Services	Adrian	Holierhoek	Vopak Terminals of Canada Inc
Danny	Slade	Hamilton Port Authority	Dave	*Patterson	Vopak Terminals of Canada Inc
Ian	Currie	Hotz Environmental Services	Donald	Wallace	

1. Welcome and Introductions: Chris Anderson, Chairperson

- ◆ Our Chair, Chris Anderson, welcomed everyone and introduced today's agenda. Chris also briefed the group on the presentation for today's meeting. A round of member introductions followed.

2. Municipal Report: Bill Pasel, City of Hamilton

3. Presentation: Business Continuity Planning, Bill Pasel.

- ◆ Bill Pasel conducted a presentation on Business Continuity Planning. The elements covered in this presentation can be useful in the event of a major incident, local emergency, pandemic or other disruption to business operations. The presentation covered the following key components of a business continuity plan:
 - a) Business Continuity Plan Governance
 - b) Business Impact Analysis
 - c) Plans for Business Continuity
 - d) Readiness Procedures
 - e) Quality Assurance Techniques
- ◆ A group discussion followed. Chris Anderson asked the group if anyone has started looking at BCP. He suggested that we should move towards looking at preparedness for a pandemic within our own organizations. Also to consider in a BCP, how will our companies react to a pandemic that would also impact your suppliers ability to support us.

4. Treasurer's Report: Kim Baylis

5. Community Awareness

- ◆ HIEA Update: Gord Gilmet
 - HIEA has issued the 2004 Environmental Survey Report, posted on HIEA Website.
 - Currently preparing to issue 2006 Newsletter, which has expanded to include more information.
 - HIEA recruitment drive is still ongoing. Gord explained that HIEA's recruitment process is a personalized contact approach to potential members.
 - Annual meeting planned for April.
- ◆ EP Day: Chris Anderson
 - Chris distributed the sponsorship request form to members, as well as the EP Day information flyer.
 - Chris asked the group to let Bill Pasel know as soon as possible what they wish to bring and present at the event.
- ◆ Spectator Article Insert: Chris Anderson, Kim Baylis
 - Chris and Kim briefed the group on the Spectator article insert that will be a one page promo for Hamilton CAER. Kim presented an overview of how the page will be formatted.
- ◆ Safety Railcar: The safety railcar will be at Procor in Oakville on April 7th.

6. Website – Report: John Boakes

- ◆ J. Boakes reported on the status of the website launch. Website is in final review stage and expected to be launched next week. Still need to finalize updated members list.

New Business

- ◆ The executive has approved the purchase of wrist bracelets as give-a-ways for EP Day.
 - ◆ Ross Edwards announced a new product being distributed by Forsythe Lubrication that is an environmentally friendly hydraulic fluid.
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Next Meeting:

April 13th, 2006
Echelon Response & Training
10 Kenmore Ave., Unit #4
Stoney Creek, ON
9:00am to 11:00am.