

Minutes: Board of Directors Meeting
Date: November 27, 2013
Location: G.H. Dawe Centre Boardroom, Red Deer

In attendance

Board Members and Alternates:

Jim Ainslie, Public
 Kelly Bauer, Government
 Bob Bryant, Public
 Dale Christian, Public
 Bonnie Denhaan, Public
 Al Duben, Government
 Brian Goliss, Industry
 Butch Howard, Government
 Brent Johner for Ed Szymanek, Industry
 Andy Lamb, Government
 Shane Lamden, Industry
 Lawrence Lee, Government
 Jennifer Lutz, Government
 Alasdair MacKinnon, Public
 Jim Saltvold, Public
 Clay Tjostheim, Industry
 Reg Watson, Public
 Kevin Warren, Executive Director

Committee Members:

Lauren Maris, Communications
 Aaron Rognvaldson, TWG

Meeting Support:

Kim Sanderson

Not Attending

Rod Boshnick, Industry
 Paul Bradley, Industry
 Tyler Callicot, Government
 Andrea Pagee, Government
 Ken Heck, Government
 Tali Neta, Government
 Dan Richen, Government

ACTION ITEM SUMMARY

Item	Who	Deadline
76.1 The GH Dawe Centre's Boardroom will be booked for the January, April, September and November board meeting dates.	Kevin	January 1, 2014

Reg Watson convened the meeting at 3:07 pm. Those present introduced themselves.

1. ADMINISTRATIVE ITEMS

1.3 Approve Agenda

The agenda was approved by consensus.

1.2 Minutes of September 25, 2013 Meeting

The minutes of the September 25, 2013 meeting were approved by consensus.

1.3 Report on Action Items

Item	Status
75.1: Rod Boshnick will forward a contractor performance review form to Kevin for reference.	Done. Kevin adapted the content for PAMZ's use and incorporated it into the performance review of Focus done on Nov. 21.

Item	Status
75.2: The TWG will ask AER to explain how they would determine if a facility is compliant or not when using their FLIR.	Done. AER determines if emissions are related to venting. If a leak is found with FLIR, the facility is expected to address it. How it is documented depends on how the survey was requested. The FLIR survey at Eagle Hill was based on a PAMZ request so a formal report was prepared. No formal report was done for Everdell as the request was made internally; some leaks were identified and repaired. The facility then hired a contractor to do a thorough leak survey.
75.3: The TWG will consider the comments from the stakeholder survey and how to respond.	<p>Done. Regarding the comments on odour, PAMZ does monitor some odours but expanding the program with an odour focus is not an option at present as such programs are very specialized and costly. When the source of an odour is unknown, PAMZ can get involved; our analyzers do not measure intensity, but components of the odour can be identified and analysis can reveal potential correlations. Also, CASA has an odour management project team and their report is expected in June 2015. The TWG will examine that report and decide if changes to the PAMZ program are warranted at a later date. There are no Alberta Energy Regulator (AER) regulations for off-lease hydrocarbon odours from facilities; detection is on an olfactory, and somewhat subjective, basis.</p> <p>Another issue was monitoring emissions from existing facilities for metals, polycyclic aromatic hydrocarbons (PAHs), Volatile Organic Compounds (VOCs), and others. As with odours, the PAMZ budget makes it not feasible to expand the monitoring program at present as collecting and analyzing such data would be too costly. Plants do monitor their own emissions and some work is underway on fugitive emissions using CAPP's best management practices. The de-grandfathering of plants in 2016 could mean future budget cuts for the PAMZ program, and the program is reviewed annually.</p>

1.4 Membership

Kevin advised that although Bob Bryant is no longer a Clearwater County councillor, he will stay on as a public member of PAMZ and treasurer, and the County will continue to provide bookkeeping support. Other changes on the PAMZ board will also occur as a result of recent municipal elections and the death of board member Cliff Knutsen. Kevin will contact municipalities to arrange presentations on PAMZ between January and June. Kevin made a presentation to an air quality monitoring workshop hosted by the Calgary Regional Airshed Zone (CRAZ) in October. 2014 membership invoices to large companies will be sent out in January.

1.6 2014 Meeting Dates

The following meeting dates were proposed for 2014, and board members were asked to advise Kevin as soon as possible if they had any conflicts:

- January 22
- April 16
- June 18
- September 17
- November 19

Action 76.1: Kevin will book the GH Dawe Centre's Boardroom for the January, April, September and November board meeting dates.

2. COMMITTEE REPORTS

a) Technical Working Group (TWG)

Aaron Rognvaldson reported that the TWG met Nov. 22. Most of the discussion was focused on the two issues described above under the Report on Action Items (75.3). The 2014 budget was also discussed and will be presented later in the meeting. Members called in from several locations and the TWG hopes to continue this approach for future meetings.

b) Air Monitoring Program

Kevin reported on the air monitoring program. At the Caroline station, there have been no exceedances of any objectives or guidelines since the Sept. 25 board meeting. There were a few PM_{2.5} high-scaling episodes but all were associated with power interruptions. High total hydrocarbon (THC) levels were observed on the nights of Sept. 23-24. Operations were normal at the Caroline plant and there are numerous wells and batteries in the area. No clear source for these THC levels was identified.

No exceedances have been observed at Red Deer Riverside since the last board meeting, including PM_{2.5}, which is being watched closely. A new Sharp PM_{2.5} analyzer provided by ESRD was installed, and its performance and data are being compared with the TEOM analyzer. A fair correlation has been noted to date, although Sharp data has more resolution and less noise. Any major differences are expected to appear in cold winter months when some volatiles and semi-volatiles may be "cooked-off" by the TEOM.

The McCoy portable station was at the Crossfield-Carstairs site from July 3 to Oct. 2, then at Eagle Hill from Oct. 2 to Nov. 4, followed by Rocky Mountain House North from Nov. 4 through to the first week in December. It is scheduled to move to Everdell in early December and remain there until the first week in January. THC levels observed at Eagle Hill were at or near background and much lower than was observed in April and May. At Rocky Mountain House North, THC and PM_{2.5} levels and patterns were typical of urban locations. Total Reduced Sulphur (TRS) readings were at or near the lower detectable limit. THC, NO_x and PM_{2.5} levels tend to be highest in the early morning during rush hour before any winds come up.

The Martha station has been at the Lancaster Park site since early July and all levels have been within historical normals for the city of Red Deer. Trends are similar to Red Deer Riverside, although PM_{2.5} levels for October were slightly higher (6.04 vs. 5.20 at Riverside). TRS (primarily hydrogen sulphide) declined throughout September into October, supporting the theory that readings are associated with biogenic source(s) (that is, wetlands south of the city).

The results of the passive monitoring network for August and September indicate levels and spatial distribution consistent with historical normal. Kevin only just received the October passive results and has not had a chance to review them.

Kevin then reviewed the portable schedule for 2014 proposed by the TWG. Starting in July, one portable will be used as a permanent site at Lancaster, and PAMZ will work with the City of Red Deer's Environmental Services department about the provision of the site similar to what was done for the Riverside site.

Funding has been received from ESRD to cover associated operating costs for the Lancaster site for January through March. An application will be made for funding the monitoring at the Lancaster site from July 2014 through March 2015.

Martha		McCoy	
14-Jan	Red Deer Lancaster Reservoir	14-Jan	Rocky Mountain House area
14-Feb	Red Deer Lancaster Reservoir	14-Feb	Johnston's
14-Mar	Red Deer Lancaster Reservoir	14-Mar	Crossfield
14-Apr	Ponoka	14-Apr	Olds
14-May	Ponoka	14-May	Olds
14-Jun	Ponoka	14-Jun	Olds
14-Jul	Rocky Mountain House area	14-Jul	Red Deer Lancaster Reservoir
14-Aug	Johnston's	14-Aug	Red Deer Lancaster Reservoir
14-Sep	Crossfield	14-Sep	Red Deer Lancaster Reservoir
14-Oct	Crossfield-Carstairs	14-Oct	Red Deer Lancaster Reservoir
14-Nov	Crossfield-Carstairs	14-Nov	Red Deer Lancaster Reservoir
14-Dec	Crossfield-Carstairs	14-Dec	Red Deer Lancaster Reservoir
Jan-March 2015	Crossfield-Carstairs	2015	Red Deer Lancaster Reservoir

The three issues identified by the IRG will be addressed at the beginning of 2014 with the McCoy station, and followed up six months later with the Martha station. After the first three months, the McCoy trailer will go to the factory in Coaldale to get a new railing and ladder installed on the roof to increase safety. It will go to Olds then to Red Deer Lancaster. By then, the TWG hopes to have final approval from ESRD to amend the monitoring program to one portable and three permanent sites.

c) Ozone and PM_{2.5} Management Plans

Because PM_{2.5} levels at the Riverside site exceeded the PM_{2.5} trigger in the 2009-2011 assessment, a reduction plan must be in place by early 2015. ESRD will lead development of the plan and Linda Jabs, a former project manager at CASA who is familiar with the issue, will be their lead. Work is already underway. PAMZ is a key stakeholder in developing the plan. A focus of the plan in its early stages will likely be to collect and assess the PAMZ data, look at monitoring stations and air quality, trends and future scenarios, and potential management actions. Stakeholders will be engaged to determine how to address the issues and reduce the levels, and will help identify management tools and actions. The first step will be to better understand what triggered the exceedances. ESRD is analyzing the 2010-11 episodes to see if they can identify a trigger. They need to determine the sources and whether this was a one-time incident or a trend.

The outcome may be that fingerprinting of substances may be needed to identify their possible sources. This would require enhanced monitoring, and assuming this is done by PAMZ, additional funding support would be needed. A stakeholder session, including PAMZ, the City of Red Deer and others, will be held soon to present preliminary information and talk about options and what needs to be done.

This plan will differ from the existing Ozone Management Plan because it will move more quickly to hard actions to bring the levels below the Canada Wide Standard (CWS). When the Canadian Ambient Air Quality Standards (CAAQS) come into effect, they will have even

more stringent levels than the current CWS. Once a PM_{2.5} management plan is triggered and developed, it remains in effect.

d) Issues Response Group (IRG)

Brian Goliss reported that the IRG met by teleconference Nov. 15 and discussed a complaint from a resident living in the Schrader Creek area northeast of James River Bridge. This complaint was related to odours. The AER is familiar with this situation and when AER investigated, the source of the odours was identified and the nearby facility was in compliance. The IRG decided PAMZ could not contribute much to the situation. The company is planning to move production elsewhere, which should end the resident's concerns.

Another issue related to hydrogen sulphide odours in the Crossfield area. It may be that these are associated with field activities associated with the TAQA North East Crossfield Plant. PAMZ has already decided to do more monitoring in this area in 2014 and 2015 so no action was needed at this time. A new contact has been identified for TAQA North and Kevin will follow up with them.

e) Communications Committee

Lauren Maris reported on behalf of the Communications Committee. After several unsuccessful efforts to engage with photo clubs and other groups in the area, the committee will likely run the photo contest again and continue to evaluate it. Gaps remain in the subject areas of industry and air pollution. It was suggested that the *Red Deer Advocate* may have archived photos they would be willing to share.

The committee is also looking at doing some idle-free outreach and creating tools that municipalities can easily access and use to promote idle-free areas. One possibility is a mascot. The City of Red Deer's website lists idle-free organizations and partners, and has signs, decals, stickers and other items that partner groups can use.

The committee was offered some materials from a contractor working with ESRD to promote the Air Quality Health Index (AQHI). Lauren circulated some of the designs (posters, frig magnets, etc.) and these can be distributed by the City and PAMZ at events.

f) Financial

Bob Bryant distributed financial statements as at Nov. 30, noting that expenses are about where they should be for the year. The ongoing contribution and bookkeeping support from Clearwater County was acknowledged by the board.

2014 Budget

Kevin presented the 2014 draft budget, which had been circulated prior to the meeting. He briefly described each line item of expenses, comparing 2013 and 2014 and specifically noting where items had been increased or decreased. He reviewed details of the special projects and the amounts that are being requested this year. The intent is not to put any new money into the capital reserve fund in 2014. About 60% of the current reserve will be spent in 2014. Kevin then reviewed the expected revenues, noting that one of Shell's plants is closing in mid-2014 which may complicate the budget picture.

Alasdair MacKinnon moved adoption of the 2014 budget, seconded by Brian Goliss. Carried.

3. CLEAN AIR STRATEGIC ALLIANCE (CASA) UPDATE

Kevin distributed a CASA update to the board as part of the pre-meeting materials. Board members can review the update in advance and bring any questions to the meeting.

4. ALBERTA AIRSHEDS COUNCIL (AAC) UPDATE

The AAC has not met since the last board meeting. The AAC had planned to hold a workshop in Edmonton on December 4 with airsheds and their stakeholders, ESRD, AER, the new monitoring agency (Alberta Environmental Monitoring, Evaluation and Reporting Agency), and others. However, different airsheds had different views about some of the issues, concerns and needs, particularly with respect to funding, and decided that an internal workshop would be more productive before proceeding to an external one. Kevin circulated the proposed agenda with the board meeting materials. This will be a full day meeting with a professional facilitator in Sherwood Park to be attended by executive directors and one or two board members.

5. OTHER BUSINESS

Some time ago, the board asked Kevin to look at the strategic plans developed by other airsheds and identify common areas where PAMZ and others might be able to work together. Kevin began by presenting a brief history of the PAMZ five-year strategic plan development, implementation and revision. Three other airsheds have formal strategic plans:

- Alberta Capital Airshed (4-year plan)
- Calgary Regional Airshed Zone (3-year plan)
- Wood Buffalo Environmental Association, WBEA (5-year plan).

The Peace Airshed Zone Association and the Fort Air Partnership have business plans.

Kevin provided a brief overview of the focus for each airshed plan, noting timelines and similarities of the other plans to what PAMZ had developed. His presentation will be distributed with the minutes for this meeting.

6. NEXT MEETING

The next PAMZ board meeting will be January 22 in Red Deer at the G.H. Dawe Centre.

The board meeting adjourned at 5:50 pm.

Presentation from Alberta Energy Regulator (AER)

Jennifer Steber, Executive Vice President of Stakeholder and Government Relations for the AER, provided an overview of the structure and role of the new organization. A copy of her presentation will be distributed with the minutes.