

PAMZ Communication Committee Meeting Minutes

Meeting Date	April 9	Meeting Time	9:00 am- 11:15 am
Meeting Location	Conference call		

Attendee	
Kevin Warren (PAMZ)	√
Sharina Kennedy (AE&SRD)	√
Sue Arrison (PAMZ)	√
Lauren Maris (City of Red Deer)	√
Ryan Smith (Shell)	√

Absent with Regrets	

1. Approve Agenda

Agenda approved.

2. Approve Minutes

Minutes of January 12, 2015 approved as circulated.

3. Action Items

- Action #1- AHQI presentation request continues to be ongoing.
- Action #2- Sue still needs to contact Constant Contact RE: Anti-spam legislation procedure for PAMZ.
- All other action items from January 12 minutes were completed carried forward or on the agenda.
- Action items from the January 12, 2015 meeting are as follows:

	New Action items - April 09, 2015 meeting	Responsible	Due Date
1	Keep the AHQI presentation for schools on the agenda for the future	Sue	Ongoing
2	Contact Constant Contact for direction to meet Anti- Spam legislation.	Sue	Ongoing
3	Submit names and emails of amateur photographers we could contact. RE PHOTOS	All Communication Committee members	May 1
4	Submit hours on the idle free projects every three months to Sue.	All Idle Free Committee members and Kevin	March30, June 30, Sept30 Dec.30
5	Provide opportunity for the Communication Committee to review the Engagement/ Education strategy for PM2.5. prior to being finalized.	Sharina	Before May 11
6	Find out if the PM2.5 Response Plan can be sent out to the public before the June 9 public meeting.	Sharina	May 15
7	Contact possible people to be on the Communication Committee and report back next meeting.	Communication Committee members	June 7
8	Use PAMZ booth at Clean Air Day to recruit volunteers for our Communication Committee.	PAMZ Volunteers	June 3
9	Send information about SKIP, along with framework requirements to Sue. Make application to SKIP and send to Committee members for review.	Lauren Sue	April17 April 24
10	Contact Alex Johnson to see if she is interested in a project under SKIP and if she may be willing to volunteer on our Committee for the summer	Sue	April 13
11	Do PSAs and paid Ad for Issues Identification meeting being held May 13.	Sue	April 23

4. Executive Director's Report

- Kevin had a meeting with Nancy Hackett to enter in to new lease agreements for Lancaster and the Riverside monitoring sites. Apparently the City now has concerns about PAMZ doing any landscaping at the Lancaster site. Tom Warder will talk to Engineering and see if we can do any landscaping and if not, find out how we can amend our development permit.
- The Alberta Energy Regulator (AER) brought forward a complaint made about sulphur odours at the Harmatten plant. PAMZ will plan to monitor this area in May/June.
- PAMZ submitted their air monitoring plan/directives in January and ESRD has made comments and recommended changes. PAMZ is reviewing the feedback from ESRD and will make revisions and submit the plan by the end of the month.
- PAMZ is taking action on the recommendations that came out of the Quality Assurance Plan audit.

5. Photo Contest

Sue recommended that we not proceed with another photo contest as we are not getting a good response to the pictures we need. Given the cost of the project, she felt we could use the money more effectively for other projects. Kevin stated that he still needed more good photos showing pollution. It was suggested and agreed that we make a list of amateur photographers, each of us know, to see if they would be willing to sell us individual photos at a reasonable rate.

ACTION: All Communication Committee members to submit names and emails of amateur photographers we could contact.

The Committee will delay the decision about the photo contest until our next meeting.

6. Idle Free Outreach Projects

Sharina reported that Lacombe County has done their survey and their results are in. She reported that the survey for the Town of Sylvan Lake was put together and is now taking place. Banister has just reported today that it is completed. She said that Banister recommended that the age range of 14-17 was not appropriate for a telephone survey and that this age group would be better surveyed through focus groups. Sharina will bring this up with the Town of Sylvan Lake.

ACTION: All Idle Free Committee members need to submit their hours on these projects every three months to Sue.

Kevin stated that he is still waiting for a signed MOU from the Town of Sylvan Lake

ACTION: Kevin to send a reminder to Dave Brand to address the signing of the MOU.

7. PM_{2.5} Update

Sharina reported that the Advisory Committee is putting together a draft engagement/ education strategy plan that is directed to stakeholders and stakeholder sectors that are not part of the present Advisory committee. This will be presented and finalized at the next Advisory Committee meeting on May 11.

ACTION: Sharina will let the Communication Committee review this plan either through email or at our next meeting.

Another public meeting on the PM_{2.5} Response Plan will take place on June 9 at the JH Dawe Centre where both the Response Plan and the Engagement and Education strategy will be presented.

ACTION: Sharina will see if these plans can be sent out to the public before June 9 so they have a chance to review them before the meeting.

8. Clean Air Day

- **See attached minutes**

9. Recruitment of New Communication Committee Members.

Sharina suggested that Blayne West from Lacombe be contacted as a perspective member and suggested that Rita Stagman could replace her when she is on maternity leave, starting September.

ACTION: Each Committee member to contact possible people to be on the committee and report back next meeting.

ACTION: PAMZ to use booth at Clean Air Day to also recruit volunteers for our committee.

Lauren suggested that we apply to the SKIP program to get 1000 dollars to hire as student for a project. This would be ideal to help with our idle free projects or our Clean Air Day event.

ACTION: Lauren to send information about SKIP along with framework requirements to Sue.

ACTION: Sue to make application and send to Committee members for review.

10. Other Business

Sue reported that Alex Johnson (2014 Martha Kostuch scholarship winner) inquired about possible jobs in Red Deer for the summer.

ACTION: Sue to contact Alex to see if she is interested in a project under SKIP and if she may be willing to volunteer on our Committee for the summer.

11. Upcoming Events

Kevin:

- Technical Working Group-April 10
- Board meeting- Wednesday, April 15 GH Dawe
- Issues Identification -Public meeting- May 13, Jubilee Centre, Big Valley
- Will be gone to Ireland from May 15-June 6

ACTION: Sue to do PSAs and paid Ad for Issues Identification meeting.

Sue:

- Will be on the road from April 27-May 28 but will keep in contact by email and telephone.

Lauren:

- Earth Day April19, 1:00pm to 4:00pm, Kerry Wood Nature Centre
- Jane's Walk- May 1-3, see City of Red Deer site for details.

12. Next Meeting

- Last week of April/first week of May- for PM 2.5/ Clean Air Day meeting. [Conference call](#). **Sue to Doodle**
- Next Communication Committee meeting- week of June 8-12. [Person to person meeting](#). **Sue to Doodle**

Meeting adjourned at 11:15 am