

PAMZ Communication Committee Meeting Minutes

Meeting Date	Nov.22, 2016	Meeting Time	1:00pm- 2:40pm
Meeting Location	Conference call		

Attendee	
Kevin Warren (PAMZ	√
Ryan Smith (Shell))	√
Sue Arrison (PAMZ)	√
Lauren Maris (City of Red Deer)	√
Rita Stagman (Alta. Env. & Parks)	√
Monica Boudreault (Lacombe County)	√

Absent with Regrets	

1. Approve Agenda

Agenda approved, with addition of item, 2017 PAMZ Goals, under Other Business.

2. Approve Minutes

Minutes of April 04 and May 24, 2016 approved as circulated.

3. Action Items

Actions from April 04 and May 24 meetings are either still ongoing or addressed. Actions for November 22, 2016 are as follows:

New Action items - November 22, 2016 meeting	Responsible	Due Date
A tour will be arranged for Committee members to visit the Riverside monitoring station.	Kevin	Next face to face meeting
A Committee planning session will be held to discuss the 2017 goals.	Sue to Doodle for date	Second week of Jan.2017
Review and update the Constant Contact list.	Sue	By Feb,2017
Contact Nancy Hackett and invite her to our 2017 Committee goal setting meeting in January.	Lauren	By Nov.30
Based on Shell's approval, will link Shell's proposed idle free program to our PAMZ Idle Free Toolkit to illustrate a corporate initiative.	Ryan	Ongoing and based on approval

4. Executive Director's Report

a. Monitoring Program

- Since September there have been no exceedances.
- Several H₂S warnings at the Riverside station but this is not unusual, given the emissions from the sewage treatment pond.
- Work is being done on the Riverside station roof to allow PM_{2.5} samplers to be placed on it.
- At the Lancaster site, they are taking the wheels off the trailer and landscaping around it.
- The portable station has been north of Big Valley to address a complaint from a landowner about H₂S emissions from a gas plant. Data supports the landowner's concerns when winds blow in the direction of his place. The information has been passed on to AER who are working with the gas plant operator to address this problem.
- The portable station is presently at Beiseker, as part of the regular monitoring program and then will go to Bentley in December.

b. Alberta Environment and Parks (AE&P) Audit

- PAMZ was audited by AE&P this fall and we had 3 analyzer failures and no flows through the manifolds at Caroline (up to 5 days) and Riverside station (up to 3 weeks).
- PAMZ is presently working with contractors to have external audits done, over and above the AE&P audit.

c. PM_{2.5} Study

- Implementation of the study (funded by AE&P) to monitor PM_{2.5} was to start in October but now looks like it will not start until December.
- The study is looking at the Lancaster, Riverside and Horn Hill sites.
- AE&P and Environment Canada are assisting PAMZ in the study.
- Volatile Organic Compounds (VOCs) were supposed to be part of the monitoring but we presently do not have to equipment to do the sampling..

ACTION: At our future face to face meeting, a tour will be arranged for Committee members to visit the Riverside monitoring station.

5. PM_{2.5} Response Plan

- Rita reported that the education and engagement portion of the plan involves both the PAMZ and Capital Region airsheds. The plan takes stakeholders through a literacy ladder, starting with building awareness to striving toward action and activities people can take.

Rita will send the draft document to the committee members.

- Kevin reported that the advisory group met on November 3 where discussion focused on an Emissions Management Framework program, which is being developed by AE&P. This Emissions Management Framework will be rolled in and dwell within the Red Deer Land Use Framework, once completed
- Emissions Management will look at what the emissions are and then what the state of technology is among stakeholders to address it.
- Kevin also reported that they are doing a modeling project to identify the sources of PM_{2.5} and this will be completed by the end of March, 2017.

6. Idle Free Education Outreach Project

- Lauren reported that Sharina, Sue and herself will be completing a draft of the Idle Free Toolkit by December.
- Sue reported that she will be submitting the report to the Community Initiatives Lottery Grant program by December and may call on Committee members for needed information for the report.

7. Blue Skies Awards Review

Discussion took place on the benefits of proceeding with the Blue Skies awards in 2017.

- Does this initiative fit into our 2017 PAMZ Communication Goals?
- Do we need to reach out to a larger community or region?
- Does this project require more time and effort than we can expend on such a project?
- Should we do it every two years instead of yearly? If so, how do we keep the momentum and motivation up?
- The committee felt the project in 2016 was very successful in giving PAMZ a lot of coverage and encouraging the behaviors we wanted to attain among stakeholders.
- The committee agreed to defer a decision on this project until we address our 2017 PAMZ Communication Goals.

ACTION: A Committee planning session to discuss the 2017 goals will be held in the second week of January, 2017. Sue to Doodle.

8. Next newsletter

- Sue stated that she did not feel there was enough news to do a newsletter. She suggested that we try just sending out news features as they arise instead of doing a full blown newsletter. Committee members agreed.
- Sue also stated that there have been many newsletter recipients among oil and gas that are no longer on with the companies and the Constant Contact list needs to be reviewed and updated.

ACTION: Sue to review and update the Constant Contact list.

9. Air Quality Education Program

- Kevin reported that Nancy Hackett from The City of Red Deer contacted him to see if PAMZ could assist in providing a program to train teachers about air quality in the Red Deer area.
- The Committee felt that PAMZ could help with the development of the program but did not think we had the capacity to deliver the program within our existing budget.
- The Committee concluded that we did not have enough information about the program and needed to seek further clarification from Nancy.

ACTION: Lauren to contact Nancy and invite her to our 2017 Committee goal setting meeting in January.

10. Other Business

None -2017 Goals has been addressed earlier

11. Upcoming events/Round table

Monica - Lacombe County is starting their education campaign again which includes setting up idle free signs.
-They have put the results of their last two surveys into their newsletter, The Insider.

- Rita** - Working to coordinate internal tasking on air quality with Policy and Planning and Operations..
- Asking committee members to let her know of any major community events she could attend to provide air quality information.
 - She is talking to AMA about promoting air quality.

- Ryan** - Shell air quality staff are working on an anti-idling program for their Alberta and BC operations.
- This will require approval from head office before it can be implemented.

ACTION: Ryan, once given corporate approval, has agreed to link their program to our PAMZ Idle Free Toolkit to illustrate a corporate initiative.

- Kevin** - The final PAMZ Board meeting of the year will be held Nov23. The focus will be on setting the 2017 operating budget.
- A Roles and Responsibilities workshop will be held with AE&P to discuss the roles and responsibilities of airsheds and expectations for budget formats for contracts.

- Lauren** - Developing a work plan for 2017.

12. Next Meeting

Will be a 3 hour work session on the PAMZ Goals for 2017 to be held second week in January 2017.

Meeting adjourned at 2:40pm