



PAMZ | Parkland Airshed Management Zone

Minutes: Board of Directors Meeting
Date: March 30, 2011
Location: G.H. Dawe Centre Boardroom, Red Deer

In attendance

Board Members and Alternates:

Andrea Brack, Government
Bob Bryant, Government
Bonnie Denhaan, Public
Cody Dziadek, Industry
Amber Hines, Government
Cliff Knutsen, Government
Andy Lamb, Government
Al Simcoe, Industry
Leonard Standing on the Road, Government
Wayne Ungstad, Public
Reg Watson, Public
Kevin Warren, Executive Director

PAMZ Committee Members

Aaron Rognvaldson, TWG

Guests:

Linda Jabs, CASA
Norman McLeod, CASA

Meeting Support:

Kim Sanderson

Absent with Regrets

Jim Ainslie, Public
Rod Boshnick, Industry
Buck Buchanan, Government
Dale Christian, Public
Simon Cobban, Industry
Ken Dahl, Government
Brian Goliss, Industry
Ryan Hornett, Industry
Bill Knight, Public
Jennifer Lutz, Government
Alasdair Mackinnon, Government
Jenny Marshall, Industry
Kim Ng, Public
Robert Orr, Government
Dan Richen, Government
Brian Vanderzwan, Industry
Ron Wagener, Government

ACTION ITEM SUMMARY

Item	Who	Deadline
63.5: Kevin will investigate having a speaker on the national AQMS for the September board meeting.	Kevin Warren	July 31
64.1: Kevin will circulate a summary of Norm McLeod's report to board members so members can provide Kevin with any further comments on areas of potential CASA support to airsheds.	Board members, Kevin Warren	April 15
64.2: The executive will review the comments on CASA support and generate a summary letter to CASA.	PAMZ Executive	May 6
64.3: Kevin will arrange logistics for the June board meeting and AGM and advise the board, starting with a Caroline location.	Kevin Warren	April 15

Al Simcoe convened the meeting at 3:05 pm. Those present introduced themselves.

1. ADMINISTRATIVE ITEMS

1.1 Approve Agenda

The agenda was approved as circulated. Kevin advised that a number of committee chairs conveyed regrets that they would not be able to attend today to present their reports.

1.2 Minutes of January 19, 2011 Meeting

The minutes of the January 19, 2011 meeting were approved by consensus as circulated. However, Kevin advised that the Comprehensive Air Management System (CAMS) mentioned in the minutes is now called the Air Quality Management System (AQMS).

1.3 Report on Action Items

Item	Status
63.1: Kevin will send a letter to Mayor Jim Wood, County of Red Deer, listing the activities PAMZ is involved in and offering to make a presentation to Council.	Done. Kevin and Jim Ainslie will make a presentation on April 19 to Red Deer County. An information package about PAMZ and an invoice for membership have been sent.
63.2: Kevin will email the OMP spreadsheet to the board.	Done.
63.3: Dan Richen and AHS will designate a representative to join the IRG.	For now, Dan Richen will be the AHS representative on the IRG.
63.4: Kevin will email the weblink for the Pathways to Sustainability conference to the board.	Done. Reg and Wayne attended. PAMZ and the Red Deer River Watershed Alliance accepted AENV's offer of shared booth space at the conference.
63.5: Kevin will investigate having a speaker on the national AQMS for the September board meeting.	Carry forward.

1.4 Memberships

Kevin reported that membership renewals are ahead of the usual pace. Of the \$584,000 invoiced to large plants, \$582,000 has been received. Invoices were sent to 83 companies at the \$1000 level, and 19 have paid; the budget target is \$25,000. Invoices were sent to 31 municipalities, totaling \$91,000; the budget target is \$50,000 and to date, PAMZ has received \$48,500. PAMZ is still waiting to hear from some municipalities that were members last year but haven't yet responded this year. The City of Lacombe has joined, which is significant as they are the fourth largest municipality in PAMZ. Presentations are planned for Red Deer County, Lacombe County, Sundre and Innisfail, although the latter two will focus on the monitoring being done there.

Public/NGO representation is still needed on the Ozone Management Committee and the Communications Committee. Re-think Red Deer, an organization involved with local sustainability issues, is interested in getting involved with PAMZ if they can find a volunteer to represent them.

2. COMMITTEE REPORTS

a) Technical Working Group (TWG)

Aaron Rognvaldson advised that the TWG met on March 24. Revised draft terms of reference for the TWG were sent out to all members for comments, along with the charter for assessing the impacts of air quality. The TWG reviewed the comments and

has prepared final drafts of both documents. These will be sent out for one more review, and final versions will be presented at the June board meeting. The new terms of reference better reflect the TWG's current and future work.

b) Air Monitoring Program

Aaron and Kevin reported on the Air Monitoring Program. The Caroline plant was down from October 26, 2010 to March 9, 2011. Since coming back online, all monitored parameters have been within historical normal levels. Prior to startup some low level SO₂ readings (3-5 ppb hourly average) were noted on March 3-4 with southeast winds. These readings are not related to the plant.

Since the last board meeting, the Red Deer Riverside station has had 13 24-hour PM_{2.5} exceedences plus near exceedences. There were similar occurrences in January to March, August and December 2010 for a total of 21 exceedences in 2010. This will likely result in PAMZ exceeding the Canada Wide Standard (CWS) Framework's Management Plan Trigger for the 2008-2010, 2009-2011, and 2010-2012 assessments. These events occurred as a result of extended periods of cold, foggy days and inversions. Similar levels were noted throughout central and southern Alberta on the same dates, so other airsheds will also be affected. Depending on the outcome of the assessments, PAMZ may need to expand the scope of the Ozone Management Committee to also do a PM_{2.5} management plan. Some actions to reduce PM_{2.5} are already in the PAMZ Ozone Management Plan (OMP) and will be implemented in the next phase, which is just starting. Readings of elevated NO₂ were also noted on the same dates as the PM_{2.5} exceedences. The current Air Quality Objective for NO₂ is 212 ppb, but this is proposed to drop to 160 ppb. If that happens, the analyzer alarms will need to be reset.

Aaron reviewed the locations and results of the Martha station since last summer.

- Louis Lake, July 7 to August 10, 2010. AENV has completed its assessment of VOC sampling, noting that "Neither of the sampling periods occurred during a source (landfill) and downwind (residence) scenario, thus, no persistent or sustained downwind effect of the landfill on the residence was expected. Though, during the August 8-9 period, the residence may have partly experienced influences from the landfill due to low speed winds."
- Mirror, Dec. 8 to Jan. 6, 2010. PAMZ is still waiting for AENV's assessment of PAH and VOC samples. Federal, provincial and local governments are interested in the results of the monitoring at Mirror, but nothing will be made public until the numbers are finalized, PAMZ is comfortable with the data and there has been discussion with AENV staff regarding joint communications on the matter. The railway has responded by installing cameras in the yard and staff are being more diligent in their actions, which has satisfied most residents.
- Carlos, Jan 7-Feb 4, 2011. Levels of all monitored parameters were at or near background.
- Innisfail, Feb 5 to Mar 9, 2011. Levels were generally typical of medium-sized towns in PAMZ. There was one 24-hour average PM_{2.5} exceedance on March 8.
- Bowden North site was installed March 9 and the station will go to the Calumet site next week.

The McCoy station has been at the Crossfield-Carstairs site since Oct. 13, 2010 and will be moved sometime in April depending on the weather. All parameters have been within

historically normal levels since the last meeting except for a PM_{2.5} exceedance on March 8; there have been a number of days with readings in the high 20s (µg/m³). Because this is not a permanent site, these readings won't affect the CWS calculations. The station will move to the Horn Hill site for April to June to monitor air quality at a residence northeast of Red Deer. This is near the County's Horn Hill waste transfer station, which is the site of a proposed biogas power generating facility. Monitoring will establish a baseline prior to construction of the facility. Depending on when the station is moved from Crossfield-Carstairs, monitoring at Horn Hill could go into July.

Levels and patterns for the passive sites were consistent with historically normal levels for November, December and January.

c) Ozone Management Plan (OMP)

Kevin advised that the OMP short-term objectives (years 1 and 2 of the plan) are now completed. These activities focused on gathering information about ozone, getting a better understanding of sources and behaviour, and educating the public and PAMZ members. This phase culminated in the workshop held March 24 in Red Deer. The medium-term objectives, which are starting now, are more action-oriented and rely more on PAMZ members and other organizations to implement. Most will depend on AENV taking the lead, although some are directed to the City of Red Deer (transportation) and others to Alberta Sustainable Resource Development (biomass burning). The Ozone Management Committee has been revived and has applied for \$15,000 from AENV for the two activities PAMZ is leading: i) a review of existing municipal burning bylaws and a feasibility assessment on how to make them more effective if needed, and developing them for municipalities that don't have them now; and ii) research on best management practices (BMPs) for confined feeding operations (CFOs) to reduce their emissions of ozone precursors (NO₂ and VOCs). The second part of the CFO review would be a feasibility assessment on assembling BMPs into a package that could be distributed, which would require more funds. If the committee decides to pursue this, it would build it into the plan, but the research may unearth an existing BMP document that could be reprinted with permission. PAMZ continues to seek Action HERO nominations for 2011; the nomination process is described on the PAMZ website.

Kevin noted that 42 people attended the ozone prevention workshop, including the facilitators. He thanked PAMZ board members who helped out, including Bonnie, Andrea, Al, Andy and others. Presentations provided various perspectives and described what sectors are doing. Participants also identified actions they could take as individuals and collectively. PAMZ released the resources tool kit (also on the website) and got 91 action pledges from 31 attendees. The intent is to hold more workshops with synergy groups in the zone, but these would probably be structured a little differently to get more collective actions. The workshop was well-attended by oil and gas sector representatives.

d) Issues Response Group (IRG)

Kevin reported for the IRG. The March 17 meeting was cancelled due to bad weather and the next meeting will be April 12 in Sundre. The IRG continues to work on PAMZ's issues identification and response process, including developing a form that can be used to track and document the entire process for an issue. This will also include performance measures on how follow-up is done. The final product will likely be presented at the September meeting. The IRG is waiting to hear back from Alberta Health Services on the Sylvan Lake air quality issue that AHS noted at the last board meeting. AHS is

following up with the ERCB and will decide if this issue needs to come back to the IRG and PAMZ for possible monitoring. The 2011 public issues identification meeting will be held May 19 at the Lacombe Memorial Centre from 6:30-8:30 pm and will be facilitated by Phil Boehme of AENV. It will be the same process that PAMZ has used before and all board members are encouraged to attend.

e) Communications Committee

Kevin noted that the winter edition of *The Zone* has been published. PAMZ is now using a distribution service to send out documents as this reduces the number of emails that get intercepted as spam. The software also enables PAMZ to see if the document is opened and if people click on the links. The committee has updated the communications plan and has decided to re-allocate advertising dollars towards attending more events and trade shows rather than to purchase paid ads. PAMZ public meetings will be promoted using the website, public service announcements, and news releases rather than paid ads.

The committee has decided to rotate the chair to ease the burden on that position. A public/NGO member is still needed. The deadline for applications for the Martha Kostuch scholarship is June 30. This scholarship is available only to students who are completing grade 12 in a high school in PAMZ and who will be attending a recognized post-secondary institute to pursue environmentally-related studies.

Planning is underway for Clean Air Day on June 8, with the focus on the Action HERO award and potential roll-out of the Air Quality Health Index. The photo contest attracted some 90 entries in three categories and the winners have been announced. Next year's contest will see some new categories in the hope of encouraging different subject matter.

f) Financial

Bob Bryant distributed copies of the current financial statements and provided a brief overview. PAMZ has almost \$800,000 in the bank and, as noted earlier, payment of invoices is ahead of the usual pace. Bob noted that unpaid invoices from prior years to the small companies and municipalities that are not required to participate in PAMZ are still on the books and these need to be written off. A motion passed by the board is required to do this. Unpaid invoices issued after November 2010 will remain on the books until next year, as these are still active.

Reg Watson moved that any unpaid invoices issued before December 2010 be written off the books for fiscal year 2010; seconded by Leonard Standing on the Road. Carried.

As previously agreed, PAMZ has changed auditors. After requesting bids, PAMZ chose Hawkings Epp Dumont, a firm based in Edmonton. Bob noted that the audit is proceeding smoothly.

3. REPORT ON CASA ACTIVITIES

Norman McLeod, CASA Executive Director, thanked PAMZ for the opportunity to meet and share an update on CASA's activities. Norm has met with most of the airshed zones since he became CASA's new executive director last fall. One of CASA's goals has been to provide support to airsheds, but linkages have not always been clear. CASA is now going through a strategic planning cycle, looking at what it does and how its work aligns with

Government of Alberta (GOA) planning, what stakeholders think CASA should do, and assessing performance over the last three years. Circumstances are changing, issues are getting more complex, and CASA's role may need to change to make headway on air quality issues. CASA's board members are engaged in the process, and other pieces have also been done to support the strategic planning, including an environmental scan and the formation of a strategic foresight group that is using a futurist to get an idea of how future decisions are likely to be made and the information on which they will be based. All of this will help CASA determine how to position the organization to contribute effectively to air quality in Alberta. A document is being prepared that will inform the board retreat in June. This document will be available to board members and probably to the public as well.

Support to airsheds is likely to continue as a CASA activity, so CASA wants to get more clarity about how this could be done and what kind of support is needed. Norm noted that this approach differs from the work being done by the CASA-Airshed Zones Standing Committee. The Standing Committee has a longer-term timeframe and is seeking to understand airshed functions and how these line up with GOA planning systems. The meetings with airsheds are seeking to identify practical things that CASA can do in the short term to help airsheds.

Norm summarized the comments he has heard so far from other airsheds, noting there is a lot of common ground, but that each airshed is unique. He encouraged board members to provide their ideas at the meeting as well as later. CASA will assemble all the input it gets from the airsheds and send it back for the airsheds to review and perhaps identify obvious priority areas for CASA support.

The following points have come forward from airshed zones as potential areas where CASA support could be helpful:

a) Communications

- Challenges of outreach – engaging people and getting them focused on air quality issues. Some airsheds would appreciate ongoing advice about strategic communications and how to engage people who aren't motivated to participate.
- Communications planning at a more practical level; e.g., templates for airsheds to use with general information about an issue that could be customized for their airshed with regional details.
- Use of CASA as a repository for information related to best practices (e.g., website)
- Helping airsheds communicate more effectively with each other to share successful approaches and other information (e.g., photo contests)
- CASA coordination workshop has broadened the dialogue to include watershed groups; airsheds noted this provided good value and should continue.
- Providing information and updates on major national initiatives. CASA has discussed with AENV how this could happen.

b) Board administration and governance

- Board development and training related to consensus decision making and other governance aspects. Some airsheds have had challenges maintaining a representative balance at their tables and are looking for help to generate awareness across a range of stakeholder groups to motivate them to participate. Needs vary by airshed, but sustaining ongoing community interest is often a challenge.
- Strategic planning. Some are doing well and keeping current with needs in their communities, others could use some help.

- Daily administrative needs related to human resource requirements, operational templates. Some have identified areas where they need help.

c) Different interests and focus of airsheds, current role

- Some airsheds focus on monitoring, others on management, and the origins and history of airsheds differ. Some of these challenges will be part of the Standing Committee's discussions.

Board members noted the following points during their discussion:

- Funding continues to be a concern for PAMZ and other airsheds; it was noted that AENV is still working on possible solutions to this issue.
- There was concern that some CASA teams seem to be in abeyance even though these issues remain important; the Human and Animal Health Team and the Vehicle Emissions Team (VET) were specifically noted.
 - Norm noted that the VET is waiting for GOA to finish the Clean Air Strategy, expected later this year. At that time, the VET will re-engage, likely to focus on issues identified in the strategy. A group is crafting terms of reference for a new team. Many things are in play now, including federal involvement that wasn't there before. The team wants to ensure that it is strategically focused and does not work on areas that will be duplicated or supplanted by other work. Several CASA teams are in this position. Another aspect is the fact that issues such as indoor air quality and vehicle emissions are very complex and require a wide range of committed players to develop effective solutions. CASA needs to reflect on its project selection process to ensure the topics it works on are in fact suitable for a consensus process.

Action 64.1: Kevin will circulate a summary of Norm McLeod's report to board members so members can provide Kevin with any further comments on areas of potential CASA support to airsheds.

Action 64.2: The executive will review the comments and generate a summary letter to CASA.

4. ALBERTA AIRSHEDS COUNCIL (AAC) UPDATE

Kevin advised that the AAC met March 3 in PAMZ. The meeting was preceded by a tour on March 2 to the NOVA Joffre facility and the Keyera Nevis facility. The tour was very informative for other AAC members. The meeting focused on sharing information on what airsheds are doing and, because neither chair was able to attend at the last minute, much of the business was deferred to the next meeting, which is September 19-20 in Canmore.

5. OTHER BUSINESS

a) PAMZ Organizational Review – Planning Committee

Deferred to next meeting

b) Red Deer River Watershed Alliance Update

Bob Bryant advised that the next general meeting is April 7th in Hanna. The third set of meetings to gather public input for the watershed management plan will be held April 26, 27 and 28 in Sundre, Red Deer and Oyen respectively. These meetings are open to anyone but pre-registration is required. Links are on the PAMZ website.

c) Pathways to Sustainability Conference

Wayne Ungstad thanked the board for sponsoring him to attend the Pathways to Sustainability conference. Wayne said he was particularly impressed with the Plasco technology presented at the conference.

6. DATES, LOCATIONS AND PRESENTATIONS AT FUTURE BOARD MEETINGS

PAMZ has set its meeting dates for the rest of 2011; the dates are:

- June 15 for the next board meeting and AGM
- September 21
- November 23

Caroline was agreed to be the first choice for the June meeting, with Sundre and Rocky Mountain House as alternates if a facility in Caroline is not available.

Action 64.3: Kevin will arrange logistics for the June board meeting and AGM and advise the board, starting with a Caroline location.

The board meeting adjourned at 5:42 pm.

The board heard a presentation by Carna McEachern and Sanjay Prasad with the Wood Buffalo Environmental Association (WBEA). WBEA has three main monitoring programs: air quality monitoring, ecosystem monitoring, and human monitoring, and has 13 staff including scientific staff and advisors, technical support and administration. Carna and Sanjay focused their presentation on the air monitoring program, describing the components as well as the documentation system that supports the monitoring program. WBEA will be hosting an Air Pollution Workshop and Symposium in Fort McMurray on May 23-26.