



Minutes: Board of Directors Meeting
Date: November 23, 2011
Location: G.H. Dawe Centre Boardroom, Red Deer

In attendance

Board Members and Alternates:

Jim Ainslie, Public
 Kelly Bauer, Government
 Rod Boshnick, Industry
 Andrea Brack, Industry
 Bob Bryant, Government
 Dale Christian, Public
 Ken Dahl, Government
 Bonnie Denhaan, Public
 Brian Goliss, Industry
 Amber Hines, Government
 Barry Kinnaird, Industry
 Jennifer Lutz, Government
 Jim McKinley, Government
 Dan Richen, Government
 Al Simcoe, Industry
 Brian Vanderzwan, Industry
 Reg Watson, Public
 Kevin Warren, Executive Director

Guests and Committee Representatives

Aaron Rognvaldson, TWG

Meeting Support:

Kim Sanderson

Absent with Regrets

Buck Buchanan, Government
 Cody Dziadek, Industry
 Esther Johnston, Government
 Bill Knight, Public
 Cliff Knutsen, Government
 Andy Lamb, Government
 Alasdair Mackinnon, Government
 Kim Ng, Public
 Leonard Standing on the Road, Government
 Wayne Ungstad, Public

ACTION ITEM SUMMARY

Item	Who	Deadline
65.2: Bob Bryant will report to the board on the outcome of his meeting with the auditor to review the costs and get some assurance that things are in order so similar increases can be avoided next year.	Bob Bryant	Jan. 25, 2012
66.1: In 2012, the TWG will revisit the density of the passive monitoring network, decide if a study is needed, and report back to the Board.	TWG	Sept. 19, 2012
66.2: Jennifer will get a list of all the Synergy presentations and forward to Kevin so the board can review for potential future speakers to PAMZ.	Jennifer Lutz	Dec. 14, 2011
66.3: Jennifer will investigate the reason behind the miscommunications regarding cost of attending the Synergy conference.	Jennifer Lutz	Dec. 14, 2011

Al Simcoe, PAMZ chair, convened the meeting at 3:00 pm. Those present introduced themselves.

1. ADMINISTRATIVE ITEMS

1.1 Approve Agenda

An item was added to set 2012 meeting dates. The amended agenda was approved.

1.2 Minutes of September 21, 2011 Meeting

Andrea Brack's affiliation should be noted as Industry, rather than Government. With this amendment, the minutes of the September 21, 2011 meeting were approved by consensus.

1.3 Report on Action Items

Item	Status
65.2: Kevin and Bob will meet with the auditor to review the costs and get some assurance that things are in order so similar increases can be avoided next year.	Bob advised that he will be meeting with the auditor tomorrow (Nov. 24) and will report back to the board at the January meeting.

1.4 Memberships

Kevin reported that the City of Red Deer has named a new representative to the PAMZ board – Councillor Paul Harris. The Town of Bentley has confirmed Councillor Cliff Knutsen as the director and Sandra Smith, deputy mayor, as the alternate.

Fees from only one member remain outstanding (Conoco-Phillips Medicine Lodge Plant) and the company has advised that a cheque is being issued.

Kevin made a presentation on October 19 to the Red Deer Environmental Advisory Committee, focusing on fine PM and wood burning.

2. COMMITTEE REPORTS

a) Technical Working Group (TWG)

Aaron Rognvaldson reported that the TWG met Nov. 18 discussed three main items:

- a) The Focus contract
 - b) PM_{2.5} issue at Red Deer Riverside station
 - c) 2012 budget
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- a) Focus contract – The TWG agreed to extend the Focus contract for one year. To maintain continuity, the TWG thought it best to extend the data processing contract with Sharon Whitely for another year. Both contracts will be re-evaluated next fall. Overall things are going fairly smoothly with Focus.
 - b) Red Deer Riverside PM_{2.5} study – PAMZ received the requested \$30,000 from Alberta Environment and Water (AEW); the contract with Novus Environmental is in progress and work is underway with the City of Red Deer. The first phase of work will be completed by March 23, 2012. PAMZ aims to demonstrate that this station has become more like an industrial fence-line station rather than one that can contribute to the AQHI for Red Deer, and thus have a firm basis for relocating the station. The study is expected to shed light on why the PM_{2.5} numbers have increased at the site, and will model conditions around the station to confirm that the PM_{2.5} levels are representative of activities in the area. The consultant will use the data to propose a new site(s) and PAMZ will then use the McCoy station to monitor in proposed location(s) to see if monitoring yields the data that were predicted. Options for future monitoring at the current station will also be considered.
 - c) The 2012 Budget will be discussed later in the meeting.

The TWG also agreed to enter into a new three-year contract with Maxxam for the passive monitoring program and to extend its contract with Gene Lesoway to change out the samples for another year (2012).

b) Air Monitoring Program

Kevin reported that since the last meeting there have been no exceedances of Ambient Air Quality Objectives (AAQOs) except for PM_{2.5} at the Horn Hill site, which was associated with grain harvesting. Levels exceeded the 24-hour AQO for three days (September 27-30), and there were 12 exceedances of hourly guidelines.

Six UPS systems been installed in three PAMZ-owned stations. Kevin provided PAMZ data to the graduate student undertaking the passive precision and accuracy study, and noted that LICA also commissioned a study of their passives for the last two years of data.

At Caroline, all levels were within historical normals. A new data acquisition and control system was installed in early November but is not yet polling. Shell's data collection system is still running in parallel to the PAMZ system. There was an H₂S exceedance at the Shell AQM station on Sept. 16 (19 ppb) with ENE winds, but nothing was observed at the PAMZ station. The suspect source was identified.

The Red Deer Riverside station continues to see occasional elevated H₂S readings, but nothing over the AQO. This is most likely related to the Three Mile Bend sewage treatment facility. All other levels were within historical normals. The landline modem will be replaced with a Raven cellular modem to avoid long distance charges, but the land line must be retained for now to accommodate the security alarm.

The Martha station was at the north Bowden site from Sept. 7 to Oct. 5. Levels were at or near background, except for elevated NO_x from highway 2. It was at Calumet from Oct. 5 to Nov. 2, where levels for all parameters were at or near background. It was moved to Blindman Industrial Park on Nov. 7 and will be there until December. Levels to date at the Blindman site for most parameters are lower than expected for an industrial park.

The McCoy station had new signage installed on Oct. 5. The station was at Horn Hill from July 2 to Oct. 5, where levels for all parameters were at or near background except for PM_{2.5} levels during harvesting in the last week of September. It moved to West Sundre on Oct. 5, where levels have been typical of medium-sized towns.

Kevin briefly reviewed the portable schedule for 2012, which was discussed and approved by the board and the TWG. The schedule can be changed if necessary.

Kevin presented the passive monitoring results, noting that the levels and patterns were consistent with historical normals for the August-September 2011 period.

In response to two questions from board members, Kevin advised that:

- PAMZ has a specific protocol to follow when exceedances are recorded, including a requirement to advise AEW in writing.
- PAMZ does not do continuous monitoring along highway 2 but, as evidenced by the passive monitoring results, has not seen any overall significant changes in NO₂ despite increased traffic volumes.

c) Ozone Management Plan (OMP)

Kevin reported that the next OMP meeting has been rescheduled for December. The committee will look at the OMP medium-term deliverables and what PAMZ will do for 2012. Most of the medium-term objectives are action-focused and are the responsibility of PAMZ members and partners to implement. The review of biomass burning bylaws in PAMZ has been completed and includes recommendations on what could be done to improve the bylaws if necessary. The report now needs to be reviewed by the OMP group. The literature search on best management practices for reducing VOCs and NOx around agricultural activities is also completed and did not unearth a package of measures that could be adapted for PAMZ. The OMP group will consider if PAMZ could take on the task of assembling BMPs and if funds can be found.

d) Issues Response Group (IRG)

The IRG has not met since the September board meeting. The IRG now meets every three months to ensure issues are being addressed within 90 days of coming to the IRG's attention. No issues had come forward so the next meeting will be in February.

e) Communications Committee

Jennifer Lutz reported that the Communications Committee last met Sept. 30. The Fall newsletter came out in October and the next one will be out in February 2012. The photo contest is open with a deadline of March 1; there are several categories and more information is available on the website. The committee is working to raise awareness of PAMZ and is looking at greater use of social media. They will do a stakeholder survey and decide where to focus ads. The PAMZ website is getting 200-300 visits per month, half of which are new. Inquiries have been received regarding the results of the Sundre-Caroline health study conducted in 2007. The board was advised that Alberta Health and Wellness has the data; Alberta Health Services has requested the data, but no further details are available at this time. The committee is reviewing its 2012 planning goals and looking at collaboration opportunities with the City of Red Deer for Clean Air Day.

f) Financial

Bob Bryant presented the financial statements as at Nov. 17. PAMZ is expected to come in on budget for 2011. Kevin noted that typically invoices are sent out late in the year which has created some bookkeeping complications.

Decision: The board agreed by consensus to start issuing invoices in early January to ensure revenues line up with the fiscal year.

2012 Budget

Kevin presented an overview of PAMZ performance against the 2011 budget, along with the proposed budget for 2012. Copies of the proposed budget were circulated to the board for discussion. Kevin reviewed the capital reserve contributions made since 2010 and proposed allocation for 2012. For 2012 most large member companies will see a lower fee assessment than in 2011. The proposed budget for 2012 is \$832,455.

Decision: Brian Goliss moved that the 2012 budget be accepted as presented; seconded by Dan Richen; carried.

Action 66.1: In 2012, the TWG will revisit the density of the passive monitoring network, decide if a study is needed, and report back to the Board.

3. UPDATE ON CASA ACTIVITIES

- The PM and Ozone Committee has finalized its “lessons learned” document with the intent of sharing its experience and insight regarding the PM and Ozone management framework. This approach is expected to be central to the national Comprehensive Air Management System. Kevin also noted that the new Comprehensive Ambient Air Quality Standards will likely be stricter than the current Canada Wide Standards and large areas will be approaching the new numbers, especially in Ontario.
- The CASA-Alberta Airsheds Council joint standing committee last met in February, and two meetings have since been postponed. The next meeting is planned for Dec. 7.

4. ALBERTA AIRSHEDS COUNCIL (AAC) UPDATE

The AAC last met Oct. 31. The new co-chairs are Bob Scotten from WCAS and Jill Bloor from CRAZ. There was little activity in 2011 requiring expenditures. The AAC is considering having another conference in 2013. A letter was sent to AEW Minister McQueen requesting a meeting to discuss air issues and airshed zones. The AAC also agreed that because all airsheds operate stations on behalf of AEW, they will add a program management fee of 10% to their funding requests for 2012. Such funding was previously requested by one airshed with success, so there is a precedent. The Alberta Capital Airshed Alliance is looking for a new executive director. The Strathcona Industrial Association is considering forming an airshed and will be coming to the next AAC meeting in March.

5. OTHER BUSINESS

PAMZ Organization Review. Kevin provided a brief update from the Planning Committee. The executive will be looking at the proposed objectives and resources that are available and required, and adjust priorities as needed.

Synergy Conference. Jennifer noted that the recent Synergy conference was very good and there is value in having public members attend next year. Apparently there was miscommunication regarding the fees, however. There may be value in inviting one or more of the Synergy speakers to speak to the PAMZ board at future meetings.

Action 66.2: Jennifer will get a list of all the Synergy presentations and forward to Kevin so the board can review for potential future speakers to PAMZ.

Action 66.3: Jennifer will investigate the reason behind the miscommunications regarding cost of attending the Synergy conference.

6. 2012 MEETING DATES

The board agreed to the following dates for 2012 board meetings:
Jan. 25, March 28, June 20, Sept. 19, and Nov. 21.

TWG meetings will occur on the Fridays prior to these dates. The Dawe Centre will be the location of choice for future meetings, except for the June meeting, which is also the AGM.

The board meeting adjourned at 5:35 pm.