



**PARKLAND AIRSHED MANAGEMENT ZONE
BOARD MEETING MINUTES
NOVEMBER 26, 2009**

Location: Kinex Arena, Red Deer

In attendance

Board Members and Alternates:

Lloyd Cumming, Public
 Bonnie Denhaan, Public
 Ryan Hornett, Industry
 Cliff Knutson, Government (for Greg Rathjen)
 Andy Lamb, Government
 Jennifer Lutz, Government
 Vicky Monfette, Industry (for Jenny Marshall)
 Lynn Mulder, Government
 Dan Richen, Government
 Leonard Standing on the Road, Government
 Wayne Ungstad, NGO
 Reg Watson, Public
 Kevin Warren, Executive Director

Kim Sanderson

Absent with Regrets

Jim Ainslie, Public
 Rod Boshnick, Industry
 Bob Bryant, Government
 Dale Christian, NGO
 Simon Cobban, Industry
 Brian Goliss, Industry
 Amber Hines, Government
 Bill Knight, Public
 Jenny Marshall, Industry
 Jim McKinley, Government
 Kim Ng, Public
 Greg Rathjen, Government
 Cory Sieben, Industry
 Al Simcoe, Industry

Meeting Support:

ACTION ITEM SUMMARY

Item	Who	Deadline
56.1: Jennifer will email pdf maps of complaints to Kevin to share with the board.	Jennifer Lutz	Dec. 15
57.1: Kevin will arrange for a formal acknowledgement of Shane Lamden's work as TWG chair.	Kevin Warren	Dec. 15
57.2: Members who blocked consensus on transferring funds from the human health fund to capital reserve will come back to the board with ideas on how the funds might be used for human health activity.	Wayne Ungstad.	Jan. 21
57.3: Dan will follow up regarding the requests for information on the health exposure study and the status of the report and advise Kevin.	Dan Richen	Jan 21
57.4: Kevin will arrange a location for the January board meeting.	Kevin Warren	Jan. 21

Reg Watson convened the meeting at 3:08 pm. Those present introduced themselves.

1. ADMINISTRATIVE ITEMS

1.1 Approve Agenda

The agenda was approved as circulated.

1.2 Minutes of September 24, 2009 Meeting

The September 24, 2009 minutes were approved as circulated.

1.3 Report on Action Items

Item	Status
56.1: Jennifer will email pdf maps of complaints to Kevin to share with the board.	Carry forward.
56.2: Jennifer will work to identify a new health representative for this committee by December.	Dan Richen was identified as the new representative for Alberta Health Services on the PAMZ Board.
56.3: The executive will prepare a more fully-developed policy and guidelines on expense claims to be presented at the next board meeting.	The executive prepared a draft policy for discussion at this meeting. See agenda item 5a.
56.4: Kevin will circulate background information on the RDWA with the minutes of this meeting, and the TWG will discuss this matter further.	Kevin downloaded information from the RDWA website and sent out a basic description. The RDWA is still drafting terms of reference (TOR) for the group that PAMZ was asked to join, which will identify who should be on the group. The TOR will be shared with PAMZ when ready and the TWG will discuss PAMZ participation at that time.
56.5: Kevin will find a location for the next meeting and advise the board.	Done. The board indication general satisfaction with this venue.

1.4 Memberships

Kevin advised that outstanding membership invoices for 2009 have been resolved. ERCB information for billing small companies is now available, as is AENV information for billing large companies. Following approval of the budget, invoices will be sent promptly.

Aaron Rognvaldson is the new chair for the TWG. The board acknowledged Shane Lamden's work as TWG chair. Shane's duties at NOVA have changed, and the new NOVA representative on the TWG will be Curtis Horvath. Cliff Knutson is the new alternate for the Town of Bentley. The City of Red Deer has confirmed its membership and Lynn Mulder is their new representative, Tara Veer the alternate.

Action 57.1: Kevin will arrange for a formal acknowledgement of Shane Lamden's work as TWG chair.

Since the last board meeting, Kevin has done a number of presentations and open houses. The PAMZ booth was at the Airsheds conference and the Synergy conference as well as the NOVA open house. Kevin updated the City of Red Deer Environmental Advisory Committee at their last meeting and also did an update to the Town of Bentley on the monitoring results from the second quarter of 2009 when PAMZ monitored there.

2. COMMITTEE REPORTS

a) Technical Working Group (TWG)

All remaining invoices to AGAT Labs have been paid. A plan to address the 2008 AENV audit findings has been finalized, based on recommendations in the final report from

Senes consultants. The TWG subcommittee met with the AENV auditing team on October 29 and presented the plan. The plan is based mostly on a review of the data and the calibrations in the months prior to the audit, and adjustment of that data. It is expected that some of the NO₂ data will have to be invalidated and some fine PM data can be adjusted based on audit results. PAMZ will know for sure when Focus finishes that work. AENV accepted the plan and the target date for completion is Dec. 31, 2009.

Air Monitoring Program

All readings at Caroline have been within normal historical levels. The new THC analyzer was installed on October 28. Shell also uses this station as part of its monitoring system for the Caroline gas plant. Shell installed a new data acquisition system in early October to deal with problems due to a lightning strike a year ago. Results at the Red Deer station have been within normal historical levels since the last board meeting.

The Martha station moved from Harmattan to Oriole Park School in October and is now at Cheddarville; it will go back to Harmattan for December. Readings at Cheddarville have been within normal historical levels. Data levels from Oriole Park School are still being reviewed but are much lower than in February-March. PAMZ considered looking for another school site due to wind patterns, location of student pick-up and drop-off areas and the implementation of a school bus anti-idling program. There will probably be an open house early in 2010 to present all the results. At the Harmattan site, September hourly averages for SO₂ correlated well with southwest winds, but readings were well below the air quality objective. Diurnal patterns did not show much variation on an hourly basis. For NO₂, the hourly average is also well below the air quality objective. High hourly averages and hourly maximum levels of NO (which is not regulated) were observed at this site, indicating emissions from high temperature combustion engines. Emissions are likely due to compressors, but more analysis would be needed to confirm that, as there are many potential sources. A pronounced diurnal pattern was observed for NO, with higher levels during night and early evening when winds are light. Traditionally, calibrations have been done at 4:00 am, which means no data is gathered for that hour. That time will be changed so calibrations are done when readings are lower so there is no data gap for more significant readings. The station will be at a site north and west of Delburne in January and at Nevis in February.

On November 25, the McCoy station was formally dedicated and renamed in honour of David McCoy who was one of the original members of PAMZ. This station has been at Beiseker since the beginning of October.

The passive network for the last quarter has seen typical seasonal normal levels and patterns.

b) Ozone Management

This committee needs a chair and Kevin is working to identify someone. The committee has not been meeting regularly but is now moving into year two of short-term actions as part of the implementation of the Ozone Management Plan (OMP). Some short-term actions are underway and medium-term actions need to be planned. Stantec is doing the data gaps assessment, which will focus on how and where PAMZ monitors ozone and its

precursors. Stantec will make some recommendations about where it thinks PAMZ should do monitoring and possibly recommend some new techniques. Stantec is also doing an analysis of NPRI trends related to ozone. Both reports are expected shortly.

A draft RFP is expected to go out this week for a communications person to develop some tools for gathering information around the OMP. The funds are available but need to be spent by the end of March 2010.

Kevin provided AENV with a list of the high level deliverables and cost estimates for OMP implementation for the government's 2010-2011 fiscal year. The cost estimate was about \$35,000, but that could change.

c) Communications Committee

Jennifer reported that PAMZ partnered with the City of Red Deer to share information with other municipalities in PAMZ about anti-idling, using Red Deer's template for signs. Several municipalities appear to be picking up this approach, which provides information and tips along with signs to discourage vehicle idling.

The committee is now compiling the winter newsletter and is soliciting articles. The goal is for each newsletter to highlight a company in PAMZ and what they are doing and to do a member profile. Jennifer noted that the TWG has implemented video conferencing with locations in Red Deer, Calgary and Edmonton to cut down on travel. PAMZ has a two-year communications strategy and as part of its implementation, the committee would like to develop a list of events for the next year where the booth could be set up.

Outreach is now beginning to promote the Martha Kostuch scholarship so word gets out to the schools well ahead of the application deadline. The committee indicated that board members could participate in the selection this year, if desired. *It was agreed that the communications committee would invite board members to attend on the day they plan to select a winner in case other board members wish to attend.*

The website and other PAMZ promotional materials including the logo will be redesigned and the consultant (yet to be selected) will be asked to develop two concepts, which will be brought back to the board. PAMZ will have representatives at two upcoming events: a facilitation workshop in Red Deer and the CASA consensus workshop in Edmonton, being held in honour of Martha Kostuch.

d) Financial and Funding Report

Kevin reviewed PAMZ's 2009 financial performance against the projected budget in each budget category. He noted the expenditures that were more or less than expected, advising that some additional expenses for Caroline site preparation and Martha station overhaul will come out of the capital reserve. PAMZ should be slightly under budget for 2009. Funds now in the chequing account will cover all expenses to the end of 2009. This year, costs for the new contractor were higher, but were actually closer to market value than the previous contractor. PAMZ is still acting as banker for the Airsheds Council, but that will end as soon as they acquire society status. When the funds are turned over, there will probably be about \$2000 in their account.

Budget

The 2010 operating budget was distributed prior to the meeting. Kevin reviewed the proposed budget, noting that 2010 activities are expected to focus on the basic core monitoring program, as no special projects are anticipated.

One challenge with the funding formula is that Husky, a major PAMZ funder, saw a big drop in their emissions due to less gas being processed. This will affect other companies, whose emissions also went down, but with Husky's big reduction, their percentage of the total emissions will go up. Kevin reviewed the anticipated expectations for revenue allocation.

Kevin noted the small amount of funding presently in the capital reserve fund. The options considered by the TWG were to put nothing, \$30,000 or \$60,000 into the capital reserve in 2010. No funds were allocated in 2009 and equipment is aging. The TWG agreed that \$60,000 should be allocated to the capital reserve in the 2010 budget and recommended approval of the budget, in the total amount of \$876,121.

There remains a total of \$74,000 in the human health fund which could also be allocated to the capital reserve, since PAMZ does not have sufficient funds to do a health study on its own and has had difficulty finding partners. The board was reminded that \$80,000 had been contributed by industry to the human health fund.

Decision: The board approved the budget of \$876,121 for 2010.

There was no consensus to move the funds from the human health fund to the capital reserve.

Action 57.2: Members who blocked consensus on transferring funds from the human health fund to capital reserve will come back to the board with ideas on how the funds might be used for human health activity.

e) Issues Response Group (IRG)

The IRG has not met since the last board meeting. The next meeting will be February 8 at the Johnston residence. The group has a good mix and some new members. Work will focus on the next public issues identification meeting, likely in May, with the location to be determined.

f) Human Health Committee (HHC)

The HHC remains in abeyance. PAMZ has not succeeded in finding other partners for any human health studies after withdrawing from the earlier human health study. PAMZ withdrew due to issues related to changes in scope of that study, the geographic area, and other things. The study went ahead but results are not yet available. It was noted that residents in the Sundre area are concerned that they haven't seen any results of the study, but one of the difficulties is the change in structure in health agencies in Alberta since that study was done. It is unclear when or if results of the study will be available.

Action 57.3: Dan will follow up regarding the requests for information on the health exposure study and the status of the report and advise Kevin.

The communications committee may be able to undertake some work to develop some materials and communicate the effects of air quality on human health. Other airsheds have prepared some materials that could be useful for PAMZ, and this could be added as a specific part of the communications plan.

3. REPORT ON CASA ACTIVITIES

Kevin continues to sit on the CASA Operations Steering Committee (OSC). A decision on the OSC's future will be deferred until there is a better idea of funds that could be available to implement the proposed Ambient Monitoring Strategic Plan (AMSP) and whether the OSC could take on the role of the Multi-Stakeholder Implementation Committee identified in that plan. For now, the OSC will continue. The AMSP team has been disbanded.

The third Ambient Substances Priority Setting Workshop took place earlier in November, organized by CASA for AENV. Wayne provided a brief summary, noting that proceedings will be available in early 2010.

4. ALBERTA AIRSHEDS COUNCIL (AAC) UPDATE

The AAC has submitted its application for society status. The third airshed zones conference was a success and funds from AENV should still come in, which will leave the AAC with enough funds to operate. The AAC is looking at options for working with other organizations to do a joint conference the next time. A CASA board committee is looking at whether the AAC should be given a seat on the CASA board.

5. OTHER BUSINESS

a) NGO and Public Compensation Policy

Kevin distributed the proposed policy on compensation for NGO and Public Compensation with pre-meeting material. The executive recommended that the board adopt the policy that public and NGO board and committee members could claim reimbursement for expenses incurred in attending PAMZ board and committee meetings; this would include round trip mileage at the GOA rate and parking. For meetings other than PAMZ meetings, if preapproved by the executive, NGO and public members could claim reimbursement for expenses, including mileage, parking, taxis and other transportation, meals with receipts, and accommodation with receipt. Members other than NGO and public members could also seek reimbursement with pre-approval by the executive.

Decision: The board approved by consensus the policy on PAMZ Public and NGO board expenses and remuneration.

b) Planning Committee Update

The strategic planning committee met on November 23 to consolidate and organize the input from the workshop. They will further refine the material and bring it back to the board at the next meeting.

6. FUTURE BOARD MEETINGS

The board approved the following dates for board meetings in 2010:

January 21

March 31

June 16 (also AGM)

September 22

November 24

Action 57.4: Kevin will arrange a location for the January board meeting.

The meeting adjourned at 6:00 pm.

Kevin Warren made a short presentation on sulphur dioxide (SO₂). He reviewed the chemistry of the substance, the sources of SO₂, its health and environmental impacts and the Alberta Ambient Air Quality Objectives. This is one of the main parameters that PAMZ monitors, and Kevin briefly summarized the PAMZ monitoring approach and results as well as technologies available for controlling SO₂ emissions. Copies of his presentation will be provided to the board.