

PRINCE GEORGE AIR IMPROVEMENT ROUNDTABLE MINUTES
Tuesday, April 29, 2008
5:30 – 8:00pm
MOE Boardroom

In Attendance: Melissa Winfield-Lesk, Martin Meyer, Sherry MacIntyre, Mark Fercho, Joan Chess, Barb Oke, Dennis Fudge, Kim Frost, Jocelyn White, Sergio Petrucci, Sean Sharpe, William Osei, Maureen Bilawchuk, Ken Wilkening, Katja Otting,

Regrets: Lawrence Cook, Petra Wildauer, Glenda Waddell

Guests: Dr. Katherine Elliot, Roberta Stewart, Gordon Hoekstra

NEW BUSINESS:

Dangerous Goods Route

- Glenn Stanker (City – Transportation) was not available to attend this meeting. Issue tabled to the next meeting.

Education & Awareness Committee

- Northern Health offered to lead this, as they passed the resolution to do so
- Volunteers required – information will be sent to external agents
- Reminder that June 4 is Clean Air Day; that is Environment Week. BC Transit grant available to also assisting in coordinating the Commuter Challenge.
- Terms of Reference to be developed – to come back to this committee. The Communications Group TOR may be useful to review. **Action: M.Winfield-Lesk / J.White / PACHA / UNBC**

Proposed Community Energy System

- Seeking alternate site options; the original proposal is “off of the table”
- Gina Layte Liston (City of PG) could be invited to present
- The federal funding came through for this project
- No engineering work has been done for the project
- Discussion re: effectiveness of potential heat sources. Hot water heat is not typically effective because it cools too quickly, with the distance that it needs to travel. Steam may be a better option, as it can be “super heated”. Oil is another effective option.
- Environmental assessment will not be initiated until the project is approved to begin
- City is not allowed to produce electricity for external customers; there are Hydro restrictions. Potential project would be for heat source only.

AQ Coordinator

- Selection panel included: Sergio, Glenda, Mellissa, & Jocelyn. They interviewed six people. First selection: Daniella Fisher. Second selection: Melanie Noullette. Daniella had indicated, during the interview process, that she would be available to start in July or August.
- There is committed funding for this position for three years, from the City of PG, MOE, and a few industry members.
- Contract can be negotiated after employee is formally hired. Terms of agreement and standard clauses will address deductions, salary, budget, incurred expenses, benefits, termination of employment, etc. Roberta will send Mellissa a template. **Action: R.Stewart**
- Salary is expected to be between \$60,000 – 70,000 / year. This group has allocated \$100,000 / year towards this position. That value includes office space rental, equipment, etc. An allowance could be provided to her to so that she can manage her own benefits. The position is based on 40 hours / week.
- A society has to be formed for this group before the employee can be hired.

- Discussion re: renting office space downtown. Forward potential space ideas and their prices to Mellissa before Thursday. Joan will contact Majestic Management. **Action: All**
- Job description will include maintenance of the office space, reporting relationships with group directors/members, etc.
- Coordinator reports to the Board of Directors, and is expected to provide regular updates and attend monthly meetings. Coordinator is accountable to the entire committee.

Woodstove Exchange Program

- Program has been in place for two months. As of last week, 40 vouchers have been submitted to Jocelyn. Calls continue to come in daily.
- Tomorrow is the deadline for retailer discounts.

Anti-Idling Working Group

- Campaign begins on May 12.
- Ambassador has been hired – Sharlea Mitchell. She will attend training in Chilliwack for one week, as of May 12. Her position will be to perform education and research. She will be a full-time summer student, through to August 8. She is an employee of the Youth Climate Alliance – a government employee. Office space has not yet been determined.

Board Nominations for Society

- President – Mellissa Winfield-Lesk – nominated & accepted
- Vice President – Jocelyn White – nominated & accepted
- Treasurer – Barb Oke – nominated & accepted
- Secretary – Maureen Bilawchuk – nominated & accepted
- Positions are effective for one year.
- Everyone else in this group is Directors, who attend regular monthly meetings. Members include those people in sub-committees and the companies being represented by the Directors.

Constitution & Bylaws

- Discussion re: voting and consensus procedures. It is preferred that decisions can be made in one meeting. If this is not possible, the issue can be tabled for a maximum of two more meetings, with a decision being reached on that final third meeting. Extra meetings could be scheduled to address issues that are time sensitive. This will be a two-tiered system – one meeting should only be typically necessary for regular administrative decisions. Maximum of three meetings for those issues requiring it. If there is still no consensus after the third meeting, then a vote is taken at that meeting. Voting will be successful with 60% majority of the participating people's votes. Further definitions of tier 1 & 2 will be discussed.
- If a question is called, it has to come to a vote. If the question is not called, then the topic can be tabled.
- Consensus process will be placed within Bylaw 37 of Part 6.
- Robert's Rules of Order should be referred to.
- Changes to bylaws are done by a Special Amendments Meeting
- Questions: **Action: R.Stewart**
 - Can a non-profit society lobby governments? They can apply for grants.
 - Can the public members designate alternates?
 - Guidelines for members vs directors

Other Business

- May 27 will be the first inaugural meeting of the Roundtable.
- Reminder to have designates delegated, as members not delegated will not be at future meetings.

Next meeting date and time:

- **May 27, 2008 – City Hall Annex 5:30 – 7:30pm**