

**PRINCE GEORGE AIR IMPROVEMENT ROUNDTABLE
MINUTES OF MEETING
Tuesday, March 31, 2009, 5:30 – 8:00pm
City Hall Annex**

In Attendance: Jocelyn White, Wayne Rommerdahl, Dan Adamson, Jillian Merrick, Greg Thibault, Petra Wildauer, Ken Wilkening, Andrew Snih, Nini Long (proxy for Kristen Johnson), Mellissa Winfield-Lesk, Martin Meyer, Laurie Cook (also proxy for Dave Fuller), Dennis Fudge (proxy for Maureen Bilawchuk), Sherry MacIntyre, Glenda Waddell, Greg Calpas, Barb Oke, David Jewesson (MWG Chair), Daniela Fisher (AQ Management Coordinator), Kim Frost (Recorder)

Guests: Kyle Aben (UNBC – PICS), Peter Jackson (UNBC), Dustin Blake (UNBC), Ekaterina Daviel (UNBC), Xiaoqin Yan (UNBC), Julie Carew (NDP-PGV), Calvin Hilde (UNBC), Warren Grafton (UNBC), Neil dehoog (UNBC), Gord Hoekstra (PG Citizen), Arthur Williams (PG Free Press)

REVIEW AND ADOPT MINUTES OF LAST MEETING

- Reviewed action from previous minutes. Previous minutes, with changes noted, adopted by consensus.

REPORTS

- Executive (M. Winfield-Lesk)
 - Monthly meeting was held on March 16 with D. Fisher. Discussed finance, budget updates, 2009 PGAIR timeline, public awareness/communications (Leisure Guide), updates on current programs and projects, updates on working groups, and arranging a meeting with CN regarding reinstating their membership in PGAIR.
- Research Working Group (J. White, Chair)
 - Meeting was held on March 19. Mellissa presented the draft framework for the Phase III Air Quality Management Plan (report) prepared by the PGAIR Phase III Committee and requested feedback from the RWG on same by the end of April. The remainder of the meeting focused on resolving any outstanding decisions regarding any remodelling or revision for the dispersion modelling study that will take place after the external review by RWDI is completed.
- Monitoring Working Group (D. Jewesson, Chair)
 - Meeting was held on March 10. Focus of meeting was on voluntary financing of the fixed monitoring system and Coordinator position. The MWG decided that any excess funds that arise at year end are to remain in the respective categories for each program and applied as a carryover to reduce future costs in the respective categories. Conversely, funding shortfalls will result in lack of funding for the year in the respective categories; currently, NCP and CN, as well as three other groups, are no longer contributors to the fixed monitoring system. The MWG is also examining the fixed monitoring system contract to assess the potential for modifications if and as required.
- Education & Awareness Working Group (G. Thibault)
 - W. Osei (Chair) has been communicating with members of the BC Lung Association
 - EAWG meeting is scheduled for April

CURRENT BUSINESS

- Updates on Phase II Work Plan Action items from last meeting
 - i. **R5 – Ministry of Transportation and Infrastructure Dust Reduction (N. Long)**
 - YRB is the maintenance contractor for MOTI; this contract is effective until 2013. Steps taken by YRB to reduce dust include:

- cleaning earlier in the season, when the weather is cooler and more moist;
 - utilizing a vacuum sweeper, which will cut down on dust;
 - pre-wetting roads prior to cleaning; and
 - carrying out more anti-icing on hills and the bypass this winter; this is a calcium treatment, which can only be used between temperatures of zero to minus 5.
 - The province has a standard specification for aggregate for roads
 - The MOTI and the City have agreed that the City conducts maintenance on most of Victoria Street
- ii. R9 – Research**
- External Review update (D. Fisher) – PGAIR will be meeting with RWDI on April 9 to hand over and discuss the external review of the dispersion modeling report. The external review is expected to be completed by the end of May.
 - Research/Phase III Committee update (M. Winfield-Lesk) – the Phase III Committee is currently comprised of M. Winfield-Lesk (MOE), S. MacIntyre (Chamber of Commerce), D. Fuller (PACHA) and G. Thibault (Northern Health) as well as D. Fisher (Coordinator); an industry representative is needed. The committee has developed a draft report outline and draft timeline for developing the Phase III report and plan; the intent is to complete the Phase III Report and Plan by December, with implementation to begin during the first quarter of 2010. The committee will present the draft report outline and timeline at the April PGAIR meeting for feedback and approval in principle.
 - **Action: Industry representatives (membership)**
- iii. R14 – Idle Reduction Program (D. Fisher)**
- PGAIR funding proposal (requesting \$70,000) is currently in final approval stage at NRCan
 - Anti-idling Ambassador – Proposal, if approved, includes funding for an anti-idling ambassador (student) for an eight month period (May to December 2009). Role of position is to promote education & awareness regarding idle reduction and eco-driving (through presentations, idle-free zone implementation, vehicle emissions clinic) as well as carry out analysis (2008 emissions clinic data) and research regarding vehicle emissions (Air Care, Best Available Technology). Postings will be placed at CNC and UNBC
 - Idle Reduction Committee – Currently comprised of J. White, M. Winfield-Lesk, D. Fisher, with K. Graham (MOE Climate Action Facilitator for PG) also assisting; A. Snih also agreed to join the committee. N. Long/K. Johnson will confirm if MOTI will join the committee.
 - **Action: N. Long/K. Johnson**
- iv. R28 – R11, R17, R18 – Air Quality Advisories (J. White, M. Winfield-Lesk, P. Wildauer)**
- R11 – deferred to next meeting
 - **Action: J. White**
 - R17 – MOE to send letters to permit holders over the next few months regarding air quality advisory action plans; M. Winfield-Lesk will provide updates on an ongoing basis. The group also discussed whether and to what extent air quality advisories can be predicted with certain weather patterns and whether notice of potential advisory could be provided to industry and/or the public at large so that actions could be taken accordingly. Mellissa will review the MOE policy with respect to air quality advisories regarding same.
 - **Action: M. Winfield-Lesk**
 - R17 – P. Wildauer will follow up with Development Services regarding the inclusion of air quality advisory actions in development permits.
 - **Action: P. Wildauer**
 - R18 – The dispersion model is designed for long term averages, not necessarily for short term episodes.
- v. R25 – Wood Stove Exchange Program (D. Fisher)**
- Exchange Program to run until April 30; PGAIR's \$250 rebate will continue until May 31st
 - Burn it Smart workshop was held on February 28 (25 people attended). The next workshop is scheduled for April 16, from 6:30 – 8:00pm, in the City Hall Annex, following the City's open house for its Clean Air Bylaw proposed amendments. All PGAIR

members are encouraged to attend. D. Fisher will send information to members to distribute within their organization.

- **Action: D. Fisher**
- PGAIR representatives will share a booth at the Home & Garden Show on the April 24 – 26 weekend (volunteers required); the City will promote climate change (anti-idling) and PGAIR will promote the wood stove exchange program and some anti-idling. D. Fisher will send volunteer sign-up sheet to members.
- **Action: D. Fisher**
- The group also discussed outdoor wood boilers (OWBs). OWBs are not currently part of the wood stove exchange program. New OWBs are not permitted in City limits; existing ones are grandfathered. Northern Health Authority can respond to concerns in the City and the Regional District, particularly if residents are suspected of burning sources other than wood.

- PGAIR Meetings

The group continued its discussion of how to strike an appropriate balance between the need for transparency of its process to the public and the need for an effective process that promotes full participation of all members:

Sensitive Issues – The following sensitive issues were identified:

- Potential conflict with member organization and/or funding agency media relations policy regarding designated spokesperson(s). (Companies typically have designated media spokespeople, who may not be the participants of PGAIR; if comments are reported, this may prevent full participation of members at the table. In addition, Funding bodies often wish to retain the right to release information to media. That information should not be taken from these meetings.)
- Potential media bias
- Comments can be taken out of context; misrepresentation
- Reporting of discussion details may not reflect outcome/decision (and/or the achievement of consensus)
- Desire/need for consent to quote members, only in post-meeting interview, i.e. opportunity to clarify (currently, members may or may not be approached for an interview after the meeting to clarify any comments made during the discussion)
- Disclosure of business plans or capital expenditures not yet approved (or other sensitive or confidential information, e.g. human resource matters, legal matters)

PGAIR Needs – The following needs were identified:

- Credibility to members, public, member agencies, and funding agencies
- Free flow of information exchange
- Transparency & Accountability – full public disclosure
- Full stakeholder participation and engagement in the process/at the roundtable
- Addressing urgent health-related issues
- Commitment to reach decisions by consensus (requiring full and open participation and debate/discussion/brainstorming)
- High profile
- Ethical conduct that leads to social responsibility
- Accurate reporting, especially conclusions/consensus
- Carry out mandate – improving air quality – effectively and timely/efficiently
- Foster trust, relationships, accountability among members and media
- Member code of ethics; member understanding and buy-in of roundtable process
- Communicate our message (to the public)

Options – The following (non-mutually exclusive) options were identified:

- Develop member/internal code of ethics
- Develop media relations policy (including designated media spokesperson(s))
- Alternating or selective open / closed meetings
- Non-disclosure agreements with media and/or review of draft articles

- Issue press release after each meeting (as well as when necessary)
- In-camera sessions for sensitive issues
- Expedient approval and website posting/distribution of minutes
- Improved pre-meeting preparation by members
- Distribution of issues brief after meetings (prepared beforehand)
- Partnership with media (e.g. direct public to PGAIR website)
- Certification for Accountability Standards (e.g. AA-1000 Accountability Standard)
- Open meetings
- Closed meetings

At the next meeting, the group will continue this discussion and decide on which option(s) to adopt. Members were asked to submit any recommendations to Mellissa (copy D. Fisher).

- **Action: All**

NEW BUSINESS

- Member Information Exchange
 - i. City of PG Clean Air Bylaw Review**
 - In two weeks, the City will begin its public Open Houses for potential changes to the bylaw. Media release will go out when the survey is prepared; City will present to this PGAIR at the next meeting.
 - ii. Clean Air Forum**
 - Held on March 9 in Richmond – D. Adamson, D. Fisher, J. White attended. The focus was on “tools” to improve air quality and to address climate change issues. Materials and presentations will be forwarded to PGAIR members.
 - **Action: D. Fisher**
 - iii. BC Lung Association 6th Annual Air Quality & Health Workshop**
 - Held on March 26 & 27 in Vancouver – M. Winfield-Lesk and D. Fisher attended. The focus was on the interface between science and policy; discussion focused on current evidence regarding actions that effectively reduce human health impacts of air pollution. Leading experts stressed the importance of focusing on long-term reductions in air pollution. A manuscript of the workshop is currently being prepared. Presentations will be forwarded to PGAIR members when made available.
 - **Action: D. Fisher**
 - iv. Other**
 - J. Merrick provided an overview of the Fraser Basin Council's “Snapshot for Sustainability Report” released this week; copies are available on the Fraser Basin website.
 - Bike to Work Week – May 11 – 17, a province wide initiative; PGAIR is a member of the organizing committee. All organizations are encouraged to attend and to contact J. Merrick for more information.
 - Airshed Management – MOE reviewing what their role should be on PGAIR. Provide comments to M. Winfield-Lesk via e-mail.
 - **Action: All**
- Quarterly Budget Update (B. Oke, D. Fisher)
 - Quarterly update (spreadsheet) provided. Future spreadsheets will include account balances and investment amounts, with interest.
- Phase II Plan Quarterly Review
 - Deferred to next meeting. Review also to be done at next meeting

- **R16 – Warning Light System Committee**
 - Received \$10,000 funding towards program. City and/or MOTI to be on the committee. M. Winfield-Lesk will submit the information to both groups.
 - **Action: M. Winfield-Lesk**

- **Other Business**
 - MWG – Request to consolidate invoices for fixed monitoring system and Coordinator position onto one annual invoice for companies, for administrative ease and efficiency. PGAIR identified concerns regarding increased potential liability if the monitoring contract was assigned to it; the City agreed it would remain the party to the contract, with PGAIR simply administering administrative function. D. Fisher will review the information, as this will be a workload issue.
 - **Action: D. Fisher**

Next meeting date and time: April 28, 2009 – 5:30pm
Location: City Hall Annex