

Alberta Capital Airshed Alliance Board Meeting
Lehigh Cement Services Building
January 20, 2010 (APPROVED)

Gary Redmond, SIA
Mike Mellross, City of Edmonton
Wendy Lyka, Hexion
Brent Korbanik, Lehigh Cement
Kristina Friesen, Executive Director
Steven Probert, Alberta Health Services
Raquel Feroe, EcoAir
Myles Kitagawa, Toxics Watch Society
Yayne-abeba Akilu, Alberta Environment

1. Administration – Brent called the meeting to order at 9:08am. Brent reviewed the new structure of agendas and distributed additional information.
2. No blocks to accepting the agenda as circulated.
3. Minutes – Mike should not be listed as a member of MNTG at item 7.c. “Identify” at 6.f. should read “identity”. 6.h “...industry being at risk funding more than their share” should read “funding”. Steve moved, Mike seconded, approved as amended. No blocks to approving minutes as amended.
4. Action item review
 - a. Item re: public membership deferred
 - b. Item re: monitoring information in progress
 - c. Item re: performance evaluation on agenda
5. Procedural Guidelines Review
 - a. *Beyond Consultation* and *Procedural Guidelines* documents were introduced and overviewed.
 - b. **Action Item** Kristina: link to *Procedural Guidelines* document will be circulated.
6. Board and Committee Structure
 - a. To constrain ACAA board meetings to half-day meetings, it was proposed that more delegation to committees occur, and that committees include members and/or board member alternates as well as board members.
 - b. Decision-making and information/educational items will be scheduled distinctively so that critical items will be properly addressed by a quorum of directors and enabling departures for non-decision items.

- c. **Action Item** – Kristina: members will be posted by sector on the website.

7. Funding Formula

- a. SIA members (11 in all) need the business case for ACAA membership at all levels of the SIA organization. More information on ACAA is needed. Gary's timeline was to present a business case by the end of February. Neither the SIA, nor member companies, have allocated money for membership in ACAA.
- b. There is not complete comfort in SIA with the ACAA business plan and what might come next. Q: Are there particular things that SIA would need to see in the business plan? Not known at this time. General concern is the financial outlay into an organization that appears to have broader priorities. Sector representation is also an example.
- c. Steve proposed ACAA committee to develop resolutions to SIA's concerns. Gary will meet with directors individually.
- d. SIA white paper indicated intention to participated in an airshed with stipulation of no additional funding agreements for monitoring.
- e. Q: Will the funding formula include open sources? Plan is to pursue grants until the "AENV 18 month solution" arrives and ACAA would adopt it. This was clarified as being a monitoring solution and not necessarily providing administrative funds.

8. Monitoring Network Task Group

- a. MNTG met January 19th. Mandate is to evaluate the current network configuration and will develop recommendations on potential future operations.
- b. Overseeing the contract with Sonoma Technology, Inc. (Sti)
- c. Document expected before the summer break.
- d. A group of members responsible for monitoring met to assess availability of monitoring data. Alberta Environment, Lehigh and ATCO have available monitoring data, and City of Edmonton have odour data but monthly availability is not confirmed. SIA is also willing to share the "dashboard" and develop a means to share data.
- e. For proper record-keeping, a terms of reference for the MNTG should be published, and minutes posted on the website.

- f. “Committee” should refer to standing committees. “Task group” should refer to ad hoc, task-oriented, temporary bodies. Eventually, a series of tasks might be assigned to a technical committee.
- g. Sti Contract Expansion – STi proposal was introduced. Q: Is this a review of the network as a whole or of specific stations. A: stations will be identified by their purpose and evaluated.
- h. There is a budget allocation in current budget for this work for \$20,000. Board, by consensus, approves MNTG to enter into the contract with STi and approves an additional \$5,000 if necessary. Carried.

9. Financial Statement

- a. Kristina introduced the Financial reports for October, November, and December. Previous Treasurer developed this report format. A more detailed report, with a cumulative spending compared to budget was requested. **Action Item Gary: circulate a template for future financial reports.**
- b. Steve moved, Yayne seconded, approval of the financial reports. No blocks.
- c. Q: Is this information backed up? A: Information is being backed up, however, a comprehensive disaster plan is not yet in place.
- d. Proposed draft budget was introduced. Gary noted that accepting a deficit budget in a non-profit creates personal liability for the directors.
- e. Executive Director Contract
 - i. Executive Committee has completed a performance evaluation has completed a review of ED’s work, and recommends that contract renewal proceedings ensue.
 - ii. Board went in-camera at 11:25 am. Board came out of camera at 11:46 am.
 - iii. Yayne moved, Wendy seconded, that the executive proceed. Carried.

10. Executive Director Update

- a. Alberta Airshed Council received presentations from Alberta Environment on Cumulative Environmental Management Systems and Sustainable Resource Development on Land Use Framework. A March meeting is planned to discuss the role of airsheds under the new systems.

- b. Alberta Environment is internally evaluating the work that is being done through partnerships and is setting priorities about what work they believe *should* be done through partnerships.
- c. AAC was incorporated at the end of 2009. New Business item: more information on ACAA's participation in the AAC has been requested, including ED time commitment.
- d. Ozone Implementation – Capital Airshed Partnership needs to convene to consider next step. STi draft network assessment under the Ozone Plan will be available 22 January.
 - i. CAP – how will they follow up? If iHAG isn't proceeding, then the Ozone Management Plan needs to be seriously reconsidered.
- e. **Action Yayne** to coordinate questions in advance for Bev Yee's CEMS presentation at the ACAA AGM. **Action Gary:** to invite Morris Seiferling to also present.

11. Member Announcements

- a. Brent reported that the planetarium station will be moved.
- b. Steven reported that AHS/AENV protocol for issuing health advisories is being reviewed due to organizational changes in AHS. Air quality is currently "poor" and has been since last night.
- c. Kristina reported that she is part of a team developing airsheds in Saskatchewan.

12. Next meeting: will be February 17th and Funding Formula meeting or conference call on March 3rd at 1pm on the East Side.

13. Adjourned 12:35pm.