



Annual Activity Report

Date: May 18th 2021
Issued by: PGAIR Secretariat
Prepared by: Lindsay Sackett, Coordinator

Dear Prince George Air Improvement Roundtable (“PGAIR”) Directors,

With the emergence of the COVID-19 pandemic, 2020 was a unique year for PGAIR. This is a report to describe the activities undertaken by secretariat staff during the fiscal year January 1st 2020 – December 31st 2020.

We look forward to working with you again over the next year and welcome any comments or questions you may have at the meeting on May 18th 2021.

Thanks,

PGAIR Team

OPERATIONS

Board Meetings

PGAIR Board of Directors held four regular board meetings in 2020, on the dates listed below:

- February 18th 2020
- June 23rd 2020
- September 15th 2020
- November 17th 2020

At each meeting, Board Members gathered virtually, via Zoom. The PGAIR Secretariat prepared, and distributed materials required beforehand, and subsequently drafted and distributed meeting minutes to all Board Members.

AGM

The 2020 PGAIR Annual General Meeting was held on June 23rd 2020. Quorum was achieved and 2019 year-end financial statements for the Society were discussed and received. The following 13 Directors were appointed:

1. Adam Lancaster, Canfor Pulp Ltd.
2. Andrea Byrne, City of Prince George
3. Cindi Pohl, Prince George Chamber of Commerce.
4. Daryl Davidson, Pacific BioEnergy
5. Gail Roth, Ministry of Environment and Climate Change Strategy
6. Hossein Kazemian, University of Northern BC
7. Jo Graber, PACHA
8. Kenna Jonkman, RFFFG
9. Paula Tait, Northern Health Authority
10. Randi Zurowski, Carrier Lumber Ltd.
11. Zainab Nelson, Tidewater Midstream Ltd.
12. Daniela Fisher, Public Member
13. Sherry MacIntyre, Public Member

Shortly after the above directors were appointed, Hossein Kazemian, UNBC, withdrew from his position on the Board. David Claus soon replaced him in the UNBC Director's seat, officially becoming a PGAIR Director in November 2020.

The following 6 Directors were acclaimed to the Operations (Executive) Committee:

- Andrea Byrne, City of Prince George
- Paula Tait, Northern Health Authority

- Gail Roth, Ministry of Environment and Climate Change Strategy
- Sherry ManIntyre, Public Member
- Kenna Jonkman, Regional District of Fraser-Fort George
- Cindi Pohl, Prince George Chamber of Commerce

Operations Committee

10 PGAIR Operations Committee meetings were held in 2020 on the following dates:

- January 14th 2020
- February 11th 2020
- March 10th 2020
- April 14th 2020
- May 12th 2020
- June 9th 2020
- July 14th 2020
- September 3rd 2020
- October 15th 2020
- December 8th 2020

Society Maintenance and Administration

In February 2020, PGAIR continued onto the second year of a 2-year service contract with the Fraser Basin Council (FBC) to provide management and secretariat services to PGAIR. The contract expired on December 31, 2020, and has been renewed for 1 year (expiring on December 31, 2021).

Staff are responsible for the online maintenance of the *PGAIR Board of Directors Orientation* materials. These materials are accessible to all Directors and can be found [here](#), via Google Drive. Additionally, Staff have provided ongoing support for the 2021-2026 Strategic Planning process.

Reporting

Two reports were generated by the PGAIR Secretariat in 2020, they include:

- BC Woodstove Exchange Program – 2019 Coordinator Report

This report is a requirement of PGAIR's agreement with the BC Lung Association for funding to support the Wood Stove Exchange Program. The report covers all details related to the uptake and coordination of the program 2019.

- PGAIR Secretariat and Coordination 2019-2020 Report under Agreement #TP20PGE9003 with the MOE

- This report is a requirement of the Fraser Basin Council's agreement with the BC Ministry of Environment and Climate Change Strategy for funding to support the carry-out of

coordination services and secretariat support for PGAIR, the effective implementation of the PGAIR 2016-2021 Strategic Plan, and deliver public awareness and education. The report covers all activities taken out by PGAIR Staff within the aforementioned areas.

Financial Administration

PGAIR's secretariat has continued to maintain financial records consistent with requirements outlined in the *BC Societies Act*. These records are available to any Director upon request.

PGAIR continues to retain the services of Royal Accounting chartered accountants to ensure arms-length, accurate, and independent tracking of revenue and expenses. Royal Accountants provide tax services as well.

Other

With the onset and spread of COVID-19 throughout 2020, PGAIR Staff worked to adapt activities in order to comply with provincial public health guidelines. This mainly involved moving and adapting in-person meetings and outreach activities to virtual platforms.

EDUCATION AND OUTREACH

Public Outreach, Engagement, and Education

As mentioned above, COVID-19 had an impact on the way PGAIR activities were able to be carried out in 2020. Public outreach, particularly in-person events, were halted after March. Outreach activities were then all conducted virtually.

Public Outreach Events

PGAIR participated in a number of events in 2020 including:

- **UNBC Green Day, March 2020**
 - PGAIR held a booth at the event hosted by UNBC. The event is intended to showcase the organizations and activities in the community that focus on environmental initiatives. The booth was visited by many UNBC students, faculty, staff, and campus guests.
- **Clean Air Day**
 - PGAIR held a caption contest on Facebook. First and second place winners received gift cards from Ruckus and Koops Bike Shop (respectively) intended to help them pursue the use of active transportation
- **Go By Bike Week**
 - Go By Bike week was postponed and then delivered virtually due to COVID-19. PGAIR promoted this virtual event on their Facebook page.
- **Blog Posts**

- o PGAIR Staff wrote several blog posts in 2020. All were featured in local media, they included:
 - COVID-19: What Can it Mean for Local Air Quality?
 - Climate Change Mitigation and Air Quality in Prince George
 - Wood Smoke: Your Health and COVID-19

Outreach and Education Activities

Additionally, PGAIR also participated in other outreach activities:

- Staff attended the BC Lung Association 17th Annual Air Quality and Health Workshop which was focused on environmental justice in air quality in the era of citizen science.
- Kim Menounos was interviewed by My Prince George Now about the Woodstove Exchange Program.
- Kim Menounos was interviewed by Vista Radio about a blog written by Lindsay Sackett on the topic of wood smoke's impact on health.

Woodstove Exchange Program

PGAIR received funding for the Provincial Wood Stove Exchange Program. Funding was approved in December 2020 with allocations as follows:

- \$4,000 to support exchange incentives
- \$500 to support advertising the program;
- \$2,500.00 to support coordinator salaries.

In 2020, PGAIR facilitated the exchange of 7 woodstoves through the Provincial Woodstove Exchange Program. Of the program budget, a total \$3,385.91 will be carried forward for 2021's program. The remaining budget will be used for exchanges, with a small amount allocated to program advertising. As of December 31st 2021, PGAIR has facilitated 426 woodstove exchanges since the beginning of the program, with an estimated annual reduction in PM_{2.5} emissions of 26.8 tonnes.

Wood Smoke Education Initiatives

PGAIR 2020 Wood Smoke Education Initiatives included:

- **Wood Smoke Education Portal**
 - o As part of the Wood Stove Exchange Program, FBC was supported in developing, publishing, and promoting a Wood Smoke Education Portal, housed on the Fraser Basin Council's website.
 - o The portal is a hub of free, educational resources on wood smoke and clean burning. It includes the 3 bi-lingual videos previously developed in partnership with Health Canada, as well as an interactive, educational course intended also to enhance the Wood Stove Exchange Program

- **Social Media Campaign**

- PGAIR ran a social media campaign during fall and early winter 2020 focused on wood smoke and clean burning awareness. This campaign included a moisture meter giveaway contest, which encouraged traffic to the PGAIR Facebook page and website.

Website and Social Media

In accordance with the PGAIR Communications and Social Media Strategy, PGAIR continued to maintain an online presence on Facebook, engaging with the Prince George community and sharing valuable air quality related information, news, and events. PGAIR staff are in the process of assessing the benefits of creating an Instagram account as well. They will work to update the PGAIR Communications and Social Media Strategy in 2021.

STRATEGIC PLANNING

Coordination and Support

PGAIR Staff prepared a proposal to support the process of developing the 2021-2026 Strategic Plan, incorporating an external facilitator. Staff continue to work with the facilitator and the Board of Directors to support the strategic planning process.

Research Support

In 2020, PGAIR Staff assembled a review team to provide feedback to Dr. Peter Jackson, and grad student Brayden Nilson on their second draft of the PG Air Quality Emissions and Modelling Report, a project carried out in partnership with the City of Prince George, PGAIR, and Northern Health. The review team included participants from the BC Centre for Disease Control, City of Prince George, the Regional District of Fraser-Fort George, Sinclair Group, the Ministry of Environment and Climate Change Strategy, and Northern Health. The members of the review team were selected with the intention that their feedback would ensure that the report would be accessible and useable to all airshed stakeholders. The report was presented to the review team at an in-person meeting early in 2020, and Dr. Jackson then integrated the feedback he received to develop the final version of the report.

PGAIR Staff worked with the City of Prince George and with Dr. Peter Jackson to coordinate the public release of the report. The report was released in conjunction with a presentation to Prince George City Council in early 2021.