



Board Meeting Minutes

Date: February 23rd 2021, 5:00 PM – 7:20 PM
Location: Zoom
Subject: Meeting Minutes

Zoom: [Link](#)

Members Present:

Adam Lancaster	Canfor Pulp Ltd.
Andrea Byrne	City of Prince George
Barbara Oke	Fraser Basin Council
Cindi Pohl (Chair)	Prince George Chamber of Commerce
Daniela Fisher	Public Member
Darcy Blocka	Tidewater Midstream Ltd
Daryl Davidson	Pacific BioEnergy
Gail Roth	Ministry of Environment & Climate Change Strategy
Kenna Jonkman	Regional District of Fraser-Fort George
Paula Tait	Northern Health Authority
Randi Zurovski	Carrier Lumber
Sherry MacIntyre	Public Member
Kim Menounos	PGAIR
Lindsay Sackett (note-taker)	PGAIR
Mike Simpson	Fraser Basin Council

Regrets:

David Claus	University of Northern British Columbia
Jo Graber	PACHA

Agenda Item		Group Action
1.	Roundtable Welcome	<ul style="list-style-type: none"> Board members welcomed.
2.	Agenda: Review and Approval	<ul style="list-style-type: none"> Agenda approved.

3.	<p>November Minutes</p> <ul style="list-style-type: none"> Review action items 	<ul style="list-style-type: none"> Action items were reviewed. All items have been completed. Minutes approved. <p>ACTION: Remaining Board Members to submit 2020 briefing notes to Secretariat.</p>
4.	<p>Society Update: Special Resolution (see below)</p>	<ul style="list-style-type: none"> The Board adopted special resolution that the Bylaws of the Society be amended to add the Fraser Basin Council to the 2020-21 register of members of the society in accordance with Part 2, section 4 of the bylaws, and appointing Barbara Oke to be its representative. The Board adopted special resolution that the Bylaws of the Society be amended to update the representative name for the member Tidewater Midstream in the 2020-21 register of members of the society in accordance with Part 2, section 4 of the bylaws, and appointing Darcy Blocka to be its representative.
5.	<p>Secretariat Update</p> <ul style="list-style-type: none"> Roundtable Directors update 2020 Budget Update 2021 Budget Update 	<p>Roundtable Directors Update</p> <ul style="list-style-type: none"> The Fraser Basin Council has chosen Barb Oke to sit on the PGAIR Board, as a Director on the organization's behalf. <p>2020 Budget Update</p> <ul style="list-style-type: none"> 2020 Budget Update very similar to what was received in November 2020. 2020 Budget approved. <p>2021 Budget Update</p> <ul style="list-style-type: none"> Carry-forward into 2021 is \$120,528.68, including term deposit. 2021 draft budget approved.
6.	<p>Outreach and Education Update</p> <ul style="list-style-type: none"> 2021 Secretariat Workplan Air Emissions Report Release 	<p>2021 Secretariat Workplan</p> <ul style="list-style-type: none"> Secretariat presented a draft 2021 Work Plan, intended to guide activities for the remainder of 2021, until the strategic planning process is complete.

<ul style="list-style-type: none"> ● Wood smoke education tools ● Anti-Idling winter campaign ● WCOL - update 	<ul style="list-style-type: none"> ● The plan aims to shift work toward activities under the current strategic plan that have not yet received much focus. <p>ACTION: Secretariat to explore opportunities for Social Media training.</p> <p>ACTION: Secretariat and Operations Committee to clarify objectives for social media activity.</p> <p>ACTION: Board to provide feedback on the 2021 Work Plan before March 8th, which will be reviewed by the Operations Committee.</p> <p>Air Emissions Report Release</p> <ul style="list-style-type: none"> ● On February 8th 2021 Dr. Peter Jackson presented the report to City Council where several questions were asked about how the report would be used in the PGAIR strategic planning process. ● Secretariat wrote a letter to the Mayor and Council expanding on some of the information provided in the presentation, as well as offering to present the 2021-2026 5-Year Strategic Plan once finalized. <p>Wood Smoke Education Tools</p> <ul style="list-style-type: none"> ● PGAIR has helped to fund the completion of an Online Wood Smoke Education Portal and interactive course. ● The portal and course are now live on the FBC website, and will help PGAIR engage with other communities dealing with the issue of wood smoke. <p>Anti-Idling Winter Campaign</p> <ul style="list-style-type: none"> ● Secretariat has hired a contractor, Courtney Ross, to help develop and carry out the winter 2021 anti-idling campaign. ● The Emissions Reductions Strategy is still being discussed at the Operations level. <p>WCOL - Update</p> <ul style="list-style-type: none"> ● With the announcement that WCOL is planning to move back to the initially proposed site in
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		<p>Prince George, the project will be a topic of conversation for PGAIR in the near future.</p> <p>ACTION: Operations Committee to revisit the draft WCOL Communications Plan.</p>
6.	<p>Operations Committee Report</p> <ul style="list-style-type: none"> • Terms of Reference Update 	<p>Terms of Reference Update</p> <ul style="list-style-type: none"> • The Terms of Reference for the Operations Committee has been revised to exclude the responsibility related to strategic priorities. • Revised TOR approved.
7.	<p>Strategic Planning Update</p> <ul style="list-style-type: none"> • Update to pollutant presentation (VOCs) • Draft Strategic Plan • Review overall goals/strategic direction • Board Feedback & Input on details and objectives • Next steps 	<p>Update to Pollutant Presentation (VOCs)</p> <ul style="list-style-type: none"> • Gail provided the presentation. • Benzene appeared to be the only VOC that has repeatedly exceeded provincial objectives. • Highest and most recent exceedances were due to wildfire smoke – highlights that there are unhealthy compounds in wood smoke other than PM_{2.5}. • Other exceedances can be attributed to local combustion sources. <p>Draft Strategic Plan</p> <ul style="list-style-type: none"> • Mike presented the draft Strategic Plan and it was reviewed and discussed by the Board. • The Board noted: <ul style="list-style-type: none"> o Work has been heavily internally focused in recent years, and that focus should be shifted toward external action and communications activities. o Measures of success need to be tied to strategies and activities. o The strategic plan should be a guiding rather than confining document – there should be room to expand with new opportunities. • The Board discussed the option of aligning with either Provincial objectives or current “aspirational” targets. • The Board discussed PGAIR’s role in providing inputs on projects that may have a potential impact on air quality.

		ACTION: Mike to revise the draft Strategic Plan based on this meeting's discussions and circulate it in early March 2021 with an invitation for Board feedback.
8.	Upcoming PGAIR Meetings	<ul style="list-style-type: none"> ● Next Operations Committee Meeting: March 9th 2021, 12:00 – 1:30 pm (Location: Zoom) ● Strategic Planning Committee Meeting: (TBD in April) ● Board Meeting & AGM: Tuesday, May 18th 2021, 5:00 pm – 7:00 pm (Zoom)
9.	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 7:20 pm.