



September 2021 Board Meeting

Date: Sep 21st 2021, 5:00 PM – 7:00 PM
Location: Zoom
Subject: Meeting Minutes

Zoom

Members Present:

Adam Lancaster	Canfor Pulp Ltd.
Alex Hanafy	Tidewater Midstream
Barbara Oke	Fraser Basin Council
Cindi Pohl	Prince George Chamber of Commerce
Daniela Fisher	Public Member
Daryl Davidson	Pacific BioEnergy
David Claus	University of Northern British Columbia
Deanna Wasnik	City of Prince George
Gail Roth	Ministry of Environment & Climate Change Strategy
Marie Hay	PACHA
Paula Tait	Northern Health Authority
Randi Zurowski	Carrier Lumber
Sherry MacIntyre	Public Member
Kim Menounos (chair)	PGAIR
Lindsay Sackett (note-taker)	PGAIR
Courtney Ross	PGAIR
Mike Simpson	Fraser Basin Council

Regrets

Andrea Byrne	City of Prince George
Kenna Jonkman	Regional District of Fraser-Fort George
Suzanne Carlson	Canadian National Railway

Agenda Item		Group Action
1.	Roundtable Welcome Jo Graber Acknowledgement	<ul style="list-style-type: none"> • Quorum reached & board members welcomed. • Board discussed options for further recognizing Jo Graber's service to PGAIR. <p>ACTION: Secretariat to coordinate a card for Jo's family.</p>
2.	Business Agenda: Review and Approval Consent Agenda: Approval	<ul style="list-style-type: none"> • Business agenda approved with edits made to Items 6 and 7. • Consent agenda approved.
3.	Special resolution - New PACHA Director	<ul style="list-style-type: none"> • The Board adopted special resolution to amend the Bylaws of the Society to replace Jo Grober as the representative of the Peoples' Action Committee for Healthy Air, such that the 2021-22 register of members of the society in accordance with Part 2, section 4 of the bylaws includes Marie Hay as PACHA's representative.
4.	May Board Minutes	<ul style="list-style-type: none"> • Minutes approved.
5.	Tidewater Midstream Presentation	<ul style="list-style-type: none"> • Matt Millard (GM of the Tidewater Midstream Refinery in Prince George) presented on Tidewater's proposed Renewable Diesel Project. • The project information package will be sent to Board Members. • Regulatory update: 3rd reading for rezoning permit has been approved by the City of Prince George (Sep 20th), and a discharge permit amendment application was submitted to the MoE in early-September. • Further questions can be emailed to Alex Hanafy. <p>ACTION: Alex Hanafy to provide PGAIR with updates on emissions modelling as reports become available.</p> <p>ACTION: Courtney/Kim to circulate Tidewater's technical assessment report and info package/presentation (if possible) to the Board.</p>
6.	Secretariat Update <i>(in camera)</i>	<p>Budget Update</p> <ul style="list-style-type: none"> • Secretariat provided a budget update for 2021 <ul style="list-style-type: none"> o All anticipated revenues received. o Anticipated carry-forward is normal for the group.

- o PGAIR will be submitting an application for the WSEP for 2022, which will be a program that carries forward assuming we are successful.

Secretariat Contract

- Board discussed potential options for PGAIR without FBC as its Secretariat. These included:
 - (1) directly hiring its own coordinator and/or executive director;
 - (2) finding another firm (e.g. Community Foundation) that's interested in providing administrative support and also identifying a chair that can lead;
 - (3) hiring an executive director, who could potentially be housed at FBC;
 - (4) housing PGAIR under another organization, e.g. the City or Regional District;
 - (5) having a Member provide in-kind administrative services with their own staff, and PGAIR would hire its executive director;
 - (6) partnering with UNBC to engage students in PGAIR;
 - (7) creating a new, simplified organizational structure.

Next Steps

ACTION: Courtney to send out a Doodle poll to the Board to arrange a Special Meeting about the various options at the end of October.

ACTION: Gail to follow up with colleagues about other firms that provide secretariat services.

ACTION: Operations Committee to organize tasks to identify information needed at the Special Meeting (e.g. cost estimates for the various options, names of firms that might provide Secretariat services, examples of administrative structures from different organizations).

ACTION: Kim to discuss FBC-PGAIR contract extension with Mike Simpson.

7.	<p>Strategic Planning</p> <ul style="list-style-type: none"> ● Final draft review ● Next steps & AQMP 	<p><i>Final Draft Review</i></p> <ul style="list-style-type: none"> ● Mike Simpson gave a quick overview of the draft Strategic Plan, which had been simplified following the Strategic Planning meeting on Sep-14. ● Board Members provided comments and suggested edits to the Plan. ● Suggestion was made to wait until PGAIR has identified a strategy for its Secretariat before approving the Plan. ● Kim provided information about planned presentations to Regional District of Fraser-Fort George (December 16) and City of Prince George (December 20) regarding the updated Strategic Plan. <p><i>Next Steps & AQMP</i></p> <p>ACTION: Mike to incorporate edits into the Plan.</p> <p>ACTION: Mike to fill in remaining blanks and present these at the November meeting for discussion and finalization.</p>
8.	Upcoming PGAIR Meetings	<ul style="list-style-type: none"> ● Next Operations Committee Meeting: October 12th 2021, 12:00 – 1:30 pm (Location: Zoom) ● Special Discussion: Secretariat Solutions (TBD - Late October) ● Board Meeting: November 16th 2021, 5:00 pm – 7:00 pm (Location: Zoom)
9.	Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 7:00 pm.