

## GENERAL BOARD MEETING MINUTES

FEBRUARY 2, 2012

In attendance:

Isak Skjaveland	Town of Sexsmith
Bob Savage	Public
Warren Stewart	Town of Valleyview
Leanne Chartrand	Energy Resources Conservation Board
Sarah Erb	Bonavista
Dan Crowley	Suncor
Travis Chaulk	Devon
Michelle LaTrace	Weyerhaeuser
Brian Lieverse	EnCana
Greg Smith	Alberta Environment and Water
Sharon Nelson	Country of Grande Prairie
Denis Sauvageau	Friends of an Unpolluted Lifestyle
Dawn Ewan	PAZA
Shelly Pruden	PAZA

Location: Elks Club Room, Sexsmith, Alberta

*Note: Action items appear in italics and the cyan colour.*

## 1.0 Opening

### 1.1 Introductions

Sharon Nelson called the meeting to order at 9:41 a.m.

### 1.2 Adoption of Agenda

The agenda was adopted by consensus with the following additions:

- 2.4 AB Health Update
- 3.1 Emerald Day Update
- 4.2 Monitoring Evaluation & Reporting Governance Framework Meeting

### 1.3 Adoption of Minutes December 1, 2011

Minutes from the December 1, 2011 meeting were accepted by consensus.

### 1.4 Review of Action Items

See attached table.

## 2.0 Administration

### 2.1 PAZA Board Book

Dawn Ewan presented a draft of the PAZA Board Book. The Book has been reviewed by the Communications Committee and then forwarded to the Directors for review. All comments provided were included in the draft.

The membership felt that it would be beneficial to add the following items to the package:

- Summary of Funding
- List of Members
- Airshed 101
- Expectations of members to review prepackage
- Itemized list of budget items
- In Kind Contribution Forms with Summary of Instructions

- Post document to webpage members only site with print copies available upon request

*Action: Dawn Ewan to update the PAZA Board Book with the above comments and forward to the PAZA Board of Directors for final review and post to webpage upon completion..*

## 2.2 Business Plan Objectives

Shelly Pruden presented the revised business plan objectives.

The revised objectives will be sent to the Directors via email with seven days to provided comment or block consensus.

*Action: Shelly Pruden to forward the PAZA Board of Directors the revised Business Plan Objectives for comment with a time frame of seven days to provide comment or block consensus.*

## 2.3 YTD Financial Statements 2011

See attached slides.

Dawn Ewan presented the YTD statements for the 2011 financial year. This is the first year PAZA has collected all budgeted revenue. Membership requested additional information on the increase in budgeted revenue.

*Action: Dawn Ewan to provide the board of directors with a summary explaining the increase in membership revenue.*

## 2.4 Alberta Health Update

Shelly Pruden noted that she continues to engage Alberta Health to provide a replacement representative. In an email received this morning Alberta Health indicated that they did not have a representative at this time however, they do hope to provide one for the March meeting.

## 3.0 Communication Updates

### 3.1

#### **PEACE ARCH OPERATORS GROUP MEETING**

PAZA provided a written update to the Peace Arch Operators Group.

#### **EMISSION CLINIC**

The emission clinic is scheduled for June 5 & 6<sup>th</sup>. PAZA will be recruiting volunteers for the emission clinic. A schedule of volunteers will be forwarded to membership.

*Action: Dawn Ewan to forward to PAZA membership a schedule of volunteer opportunities for the Emission Clinic June 5th & 6th.*

#### **BIRCH HILLS COUNTY**

Shelly Pruden provided a presentation to Birch Hills County Council. PAZA has received notification that Birch Hills County will be joining PAZA in 2012.

#### **GPRC PARTNERSHIP & TOUR**

A presentation and station tour has been scheduled for March 30, 2012 with students from the Grande Prairie Regional College. The tour will be of the Henry Pirker Station and if any members would like to participate the station will be open from 11:00 to 12:00 a.m.

### **3.2 Annual General Meeting**

The PAZA Annual General Meeting has been scheduled for Monday, April 23<sup>rd</sup>, 2012.

Membership requested the meeting portion be held from 4:00 5:00 p.m. with supper at 5:00 p.m. and presentations to follow at 6:00 p.m.

Membership proposed several presentation options, including lung capacity measurements, health in relation to air quality and a presentation on passive accuracy.

*Action: Shelly Pruden to follow up on possible presentations that would be suitable to the Annual General Meeting.*

### **3.3 Working Residents Concerns**

See attached slides.

## **4.0 Operations Update**

## 4.1 Network Update

See attached slides.

Membership discussed different strategies for measuring passive results. Other airshed's have had success with passive replacements every 2 months vs. 1 month. Membership requested that the Technical Committee further discuss the possibility of a small scale passive study to determine the accuracy of longer change out times.

*Action: Technical Committee to discuss the feasibility of a small scale passive study to better understand the implications of a longer change out period for the passive network.*

## 4.2 Alberta Environment & Water

### GRANT APPLICATION

Shelly Pruden has proposed PAZA apply to Alberta Environment and Water for a grant to undertake a network assessment of PAZA's Air Quality Monitoring Network.

**Consensus: PAZA move forward with the application for grant from Alberta Environment and Water be applied for to cover the costs associated with a network assessment of PAZA's monitoring network.**

Action: Shelly to submit an application to Alberta Environment and Water to cover the costs associated with a network assessment of PAZA's monitoring network.

### CONTRACT

PAZA has applied for a contract increase for operations of the Henry Pirker and Beaverlodge Stations from Alberta Environment and Water.

### MONITORING EVALUATION & REPORTING GOVERNANCE FRAMEWORK MEETING

Shelly Pruden and Sharon Nelson attended a meeting called by the Deputy Minister Ernie Hui in regards to the Governance of Alberta's Monitoring Evaluation and Reporting in the province. In summary the meeting was valuable for PAZA to voice their role in air quality monitoring within the province as well as voice the importance of ensuring regional stakeholder involvement. It was identified by various stakeholders a concern with stakeholder consultation. The meeting summarized three potential governance models for Alberta's monitoring, evaluation and reporting framework and attendees discussed the advantages and disadvantages of each model.

## 4.3 CASA Update

### JOINT STANDING COMMITTEE

See attached slides.

Membership requested the PAZA year in review for CASA be forwarded to PAZA directors for review.

*Action: Shelly Pruden to forward the PAZA summary provided to CASA to the Board of Directors.*

### CONFINED FEEDING OPERATIONS PROJECT COMMITTEE

Dennis Sauvageau updated membership that the CFO Project Committee is reconvening and he will provide an update to PAZA on the committee's progress.

*Action: Dennis Sauvageau to provide PAZA an update on the progress of the CASA Confined Feeding Operations Project Committee.*

### ODOUR WORKSHOP

Dennis Sauvageau will be attending an odour workshop and will provide an update to membership on the event.

*Action: Dennis Sauvageau to provide PAZA an update or summary of the odour workshop.*

## 4.4 Guide Agreement

Guide Exploration presented to the membership a request to collaborate on an air quality monitoring station in the Falher area. The trailer will be utilized to provide the Town of Falher a measure of air quality in their community. Guide Exploration proposed to pay for the capital and operation costs for the station for a five year period.

**Consensus: The PAZA Board agreed to collaborate with Guide Exploration on the development and operations of an air quality station near Falher. A letter of understanding will be finalized between Guide Exploration and PAZA and used to establish a legal contract.**

*Action: Guide Exploration to provide comment to the Letter of Understanding.*

*Action: PAZA Board of Directors to review and finalize Letter of Understanding with Guide Exploration and forward to lawyer for contract.*

## 4.5 Funding Formula

Shelly Pruden presented a new concept for PAZA funding in response to request for an equitable and sustainable funding formula. See attached slides.

Membership approved the required funding portion of the proposed system. Members requested that a summary of the budget be provided for review.

*Action: Shelly Pruden to provide the PAZA Board of Directors a summary of the budget identifying required and voluntary portions. Shelly Pruden to provide a summary of the required industry members with current emissions volumes.*

*Action: PAZA Board of Directors to review the funding proposal for voluntary and municipal members and provide comment.*

## 5.0 Closing

### 5.1 Open Forum

The ERCB announced that Candace MacDonald has resumed her position as Team Leader at the Grande Prairie Office. The ERCB has hired Jan Watson as a field inspector.

EnCana has sold the Hythe and Steeprock facilities to Veresen Inc.

### 5.3 Next meeting

The next meeting is Thursday, March 1, 2012.

### 5.3 Adjournment

The meeting was adjourned at 12:26.

#	Action Item	Responsible	Follow Up / Comments	Completed On
202	Review air quality monitoring network to ensure that it is meeting the needs of the stakeholders.	Technical Committee	<p>This has been discussed at the technical committee. The group is looking to ensure that each stakeholder group has representation on the committee. It is important that each member caucus their stakeholder group.</p> <p>A meeting has been scheduled for January 18<sup>th</sup>. There is representation from all sectors with the exception of the aboriginal sector.</p> <p>Meetings held January 18, 2011 and February 15, 2011 progress is being made. Recommendations will be made to the board once the working group has opportunity to work further on the project.</p>	Completed February 2, 2012

235	Draft a letter to the Alberta Minister of Environment regarding PAZA's funding situation and request a commitment for emergency funding in the event PAZA cannot operate the current monitoring network. Forward to the Board of Directors for review.	Shelly Pruden	<p>Outstanding. The funding formula is under revision and will be tabled until the funding formula committee can review the new funding formula.</p> <p>This action item is tabled until the Funding Formula Committee has met. The AAC has drafted a letter to the premiers in regards to Airsheds. Requested a meeting with the minister. Membership noted that it is important for the airsheds to be proactive in contacting the minister. Important that the airsheds be proactive.</p> <p>Alberta Environment released the document "Review of Value and Funding Options for Airshed Zones and Watershed Planning &amp; Advisory Councils to Support Cumulative Effects Management". A second document regarding funding options for airsheds is not yet public.</p>	Ongoing
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244	A letter requesting the attendance of members at the vehicle emission clinic be sent.	Dawn Ewan	Once the funding for the grant has been received planning will commence.  See item 3.1	Ongoing
252	Forward the link to the “Review of Value and Funding Options for Airshed Zones and Watershed Planning & Advisory Councils to Support Cumulative Effects Management” document including the executive summary. Send information to City of Grande Prairie Environmental Committee and other Municipalities.	Dawn Ewan	A summary presentation was forwarded to all municipalities.  Posted summary is posted on the Web page.	Completed February 2, 2012
253	Clarify the level of confidentiality on the Airshed funding document with Alberta Environment & Water.	Shelly Pruden	AEW has not released the document to the public. If you would like to review the document a request can be made to Bob Myrick with AEW.	Completed Feb 2, 2012

254	Contact insurance providers to provide quotes on insurance for PAZA.	Dawn Ewan	This is currently being quoted by a local insurance broker. Membership inquired about the carriers used by other insurance providers.	Ongoing
255	Provide a summary of his thesis regarding the value and use of passive air quality samplers to the technical committee, upon completion.	Greg Pippius	LICA accuracy and precision of passive monitoring.	Ongoing
256	Obtain manufacturers quotes for the replacement of the Smoky Heights Station.	Shelly Pruden	Ongoing	

257	Continue discussions with Guide Energy and Ainsworth Lumber regarding collaborative partnerships for air quality monitoring.	Dawn Ewan & Shelly Pruden	Guide under 4.4 Met with Ainsworth and AEW. At this time AEW and Ainsworth are under discussion.	Completed February 2, 2012
258	Provide an update on Airshed development in northeastern British Columbia.	Brian Lieverse	The development of an Airshed is on hold pending BC health risk assessment. Initiated by BC Government Health Department. This is a 3 phase assessment currently in the first phase of public consultation followed by data verification and a final report.	Completed February 2, 2012
259	Update the PAZA Board Book with the above comments and forward to the PAZA Board of Directors for final review.	Dawn Ewan		

260	Forward the PAZA Board of Directors the revised Business Plan Objectives for comment with a time frame of seven days to provide comment or block consensus.	Shelly Pruden		
261	Provide the board of directors with a summary explaining the increase in membership revenue.	Dawn Ewan		
262	Forward to PAZA membership a schedule of volunteer opportunities for the Emission Clinic June 5th & 6th.	Dawn Ewan		

263	Follow up on possible presentations that would be suitable to the Annual General Meeting.	Shelly Pruden		
264	Discuss the feasibility of a small scale passive study to better understand the implications of a longer change out period for the passive network.	Technical Committee		
265	Submit an application to Alberta Environment and Water to cover the costs associated with a network assessment of PAZA's monitoring network.	Shelly Pruden		

266	Forward the PAZA summary provided to CASA to the Board of Directors.	Shelly Pruden		
267	Provide PAZA an update on the progress of the CASA Confined Feeding Operations Project Committee.	Dennis Sauvageau		
268	Provide PAZA an update or summary of the odour workshop.	Dennis Sauvageau		

269	Provide comment to the Letter of Understanding.	Guide Exploration		
270	Review and finalize Letter of Understanding with Guide Exploration and forward to lawyer for contract.	PAZA Board of Directors		
271	Provide the PAZA Board of Directors a summary of the budget identifying required and voluntary portions. Shelly Pruden to provide a summary of the required industry members with current emissions volumes.	Shelly Pruden		

272	Review the funding proposal for voluntary and municipal members and provide comment	PAZA Board of Directors		

## General Board Meeting

February 2, 2012  
 Elks Club Room, Sexsmith Alberta

	Time	Discussion	Discussion Leader	Material to Review Before Meeting	Desired Endpoint
1.0	9:30	Opening			
1.1		Introductions			
1.2		Adoption of Agenda	Sharon Nelson	<i>Agenda</i>	<i>For approval</i>
1.3		Adoption of Minutes from December 1, 2011.	Sharon Nelson	<i>Minutes December 1, 2011</i>	<i>For adoption</i>
1.4		Review Action Items	Shelly		
2.0	10:05	Administration			
2.1		PAZA Board Book	Dawn	<i>Board Book</i>	<i>For approval</i>
2.2		Business Plan Objectives	Shelly	<i>Business Plan Objectives</i>	<i>For review &amp; approval</i>
2.3		YTD Financial Statements 2011	Dawn	<i>YTD Financial Statements Dec. 31. 11</i>	<i>For information</i>
3.0	10:25	Communication Updates			
3.1		Emission Clinic Birch Hills County GPRC Partnership & Tour	Shelly		<i>For information</i>
3.2		Annual General Meeting	Shelly		<i>To determine Date &amp; Format</i>
3.3		Working Residents Concerns	Shelly		<i>For discussion</i>
----- BREAK -----					
4.0	10:45	Operations Update			
4.1		Network Update	Shelly		<i>For information</i>
4.2	11:00	Alberta Environment & Water Update - Grant Application - Contract	Shelly		<i>For information</i>
4.3		CASA Update - Joint Standing Committee Update	Shelly		<i>For information</i>
4.4	11:15	Guide Agreement	Shelly / Dawn		<i>For discussion</i>
4.5	11:40	Funding Formula	Shelly		<i>For discussion</i>
5.0		Closing	Sharon Nelson		
5.1		Open Forum			
5.2		Next Meeting March 1, 2012 Adjournment			



# PAZA General Board Meeting February 2, 2012

Elks Club Room  
Sexsmith, Alberta

# 1.4 REVIEW OF ACTION ITEMS

236	Speak internally with Alberta Environment co-workers to increase awareness that PAZA funding is largely voluntary.	Greg Smith		
238	Develop a board of directors' handbook.	Dawn and Shelly	The draft board book has been sent to the Communications Committee for comment. Once comments are received it will be forwarded to the Board of Directors for final review.	Ongoing
244	A letter requesting the attendance of members at the vehicle emission clinic be sent.	Dawn Ewan	Once the funding for the grant has been received planning will commence.	Ongoing

252	Forward the link to the Value of Airsheds document including the executive summary. Send information to City of Grande Prairie Environmental Committee and other Municipalities.	Dawn Ewan		
253	Clarify the level of confidentiality on the Airshed funding document with Alberta Environment & Water.	Shelly Pruden		
254	Contact insurance providers to provide quotes on insurance for PAZA.	Dawn Ewan		

255	Provide a summary of his thesis regarding the value and use of passive air quality samplers to the technical committee, upon completion.	Greg Pippius		
256	Obtain manufacturers quotes for the replacement of the Smoky Heights Station.	Shelly Pruden		
257	Continue discussions with Guide Energy and Ainsworth Lumber regarding collaborative partnerships for air quality monitoring	Dawn Ewan & Shelly Pruden		

258	Provide an update on Airshed development in northeastern British Columbia.	Brian Lieverse		
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# 2.0 ADMINISTRATION

## 2.1 PAZA Board Book

- TABLE OF CONTENTS
- Current Information
- List of Board Members
- List of Committee Members
- Organization Chart

- Fundamentals – who we are & what we do
- Background
  - PAZA Boundaries
  - PAZA Air Quality Monitoring Stations
- Purpose of this document
- PAZA Vision, Mission & Guiding Principles
- Ground Rules
- Roles and Responsibilities

- Documents
- Bylaws
- Budget
- Annual Report
- CASA Beyond Consultation: Making Consensus Decisions

## 2.2 Business Plan Objectives

- 4 organizational objectives presented for approval

## 2.2 Business Plan Objectives

- #1 Operate the air quality monitoring network
  - To operate and maintain the air quality monitoring network in a cost effective manner while ensuring that the needs of PAZA stakeholders are met.
  - To operate the network with integrity in producing relevant scientifically credible data in a timely manner.

## 2.2 Business Plan Objectives

- #2 Policies and Processes
  - To develop policies for staff and executive members regarding roles and responsibilities.
  - To develop terms of reference for committees.
  - To ensure new members are provided with information about the organization.
  - To develop procedures that will ensure communication between stakeholders

## 2.2 Business Plan Objectives

- #3 Funding
  - To develop an equitable funding formula.
  - To develop a funding formula that is sustainable.
- #4 Education
  - To provide accessible air quality data.
  - To provide timely air quality data.
  - To provide air quality data in a format that can be understood by stakeholders.
  - To promote the organization in the community.
  - To partner with organizations that has a focus on improving air quality.

## 2.3 YTD Financial Statements

- January 1, 2011..... \$335, 397.00
- December 31, 2011 ..... \$353,832.05
  
- Increase ..... \$18,435.05

\*2011 Financials are not final.

Budgeted Membership Revenue: \$ 609, 176.00

Collected Membership Revenue: \$ 620, 004.12

## 3.0 COMMUNICATION

## 3.1 Communication Updates

- Peace Arch Operators Group meeting
- Emission Clinic
  - June 5 and 6 (Environment Week)
- Birch Hills County
- GPRC Partnership & Tour
  - March 30, 2012
- Emerald Day

## 3.2 Annual General Meeting

- Date: Monday April 23, 2012
- Location
- Format

## 3.3 Woking Residence Concerns

- Contacted by residents from Woking Alberta
  - Concerns with wood smoke
  - Responded that they can:
    - Contact PAZA following the Rover Guidelines for Use Document
    - Contact PAZA by attending a meeting
    - Contact Alberta Health Services
    - Contact Alberta Environment 1800 number

**BREAK**

[www.paza.ca](http://www.paza.ca)

# 4.0 GENERAL OPERATIONS UPDATE

[www.paza.ca](http://www.paza.ca)

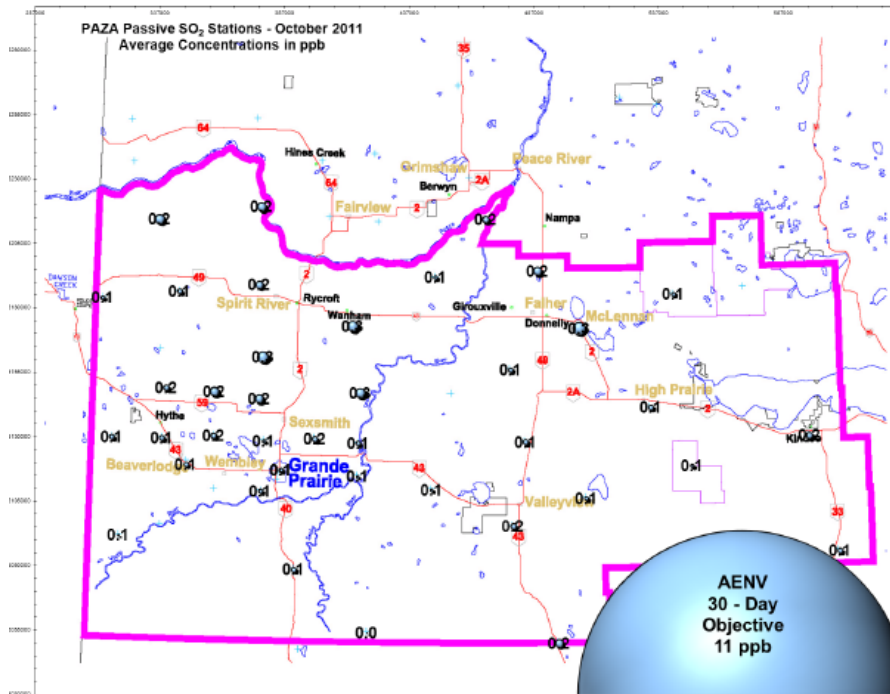
## 4.1 Network Operations Update

- Continuous Station Operational Update:
- We strive for 100% operational uptime
- In October and November all analyzers maintained this with the exception of the fine particulate matter analyzers at:
  - Henry Pirker (97-99%)
  - Evergreen Park (98-99%)
  - Smoky Height (90% in November)

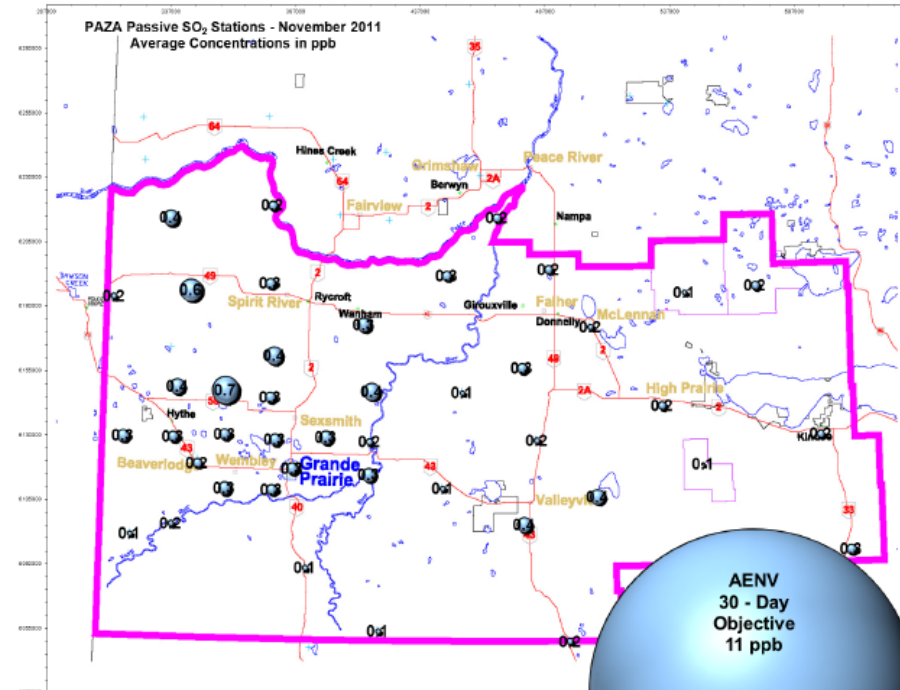
## 4.1 Network Operations Update

- There was 1 exceedance of the Alberta Ambient Air Quality Objectives or Guidelines in October and no exceedances in November
  - Oct 26 17:00 at Evergreen Park - 93 $\mu$ g/m<sup>3</sup> PM<sub>2.5</sub>, WS 29.9 km/hr, WD 268.5 degrees
- 2011 audit was conducted October 17-19, 2011
- All parameters passed the audit
- Very successful audit results

# 4.1 Passive Network – Sulphur Dioxide (SO<sub>2</sub>)

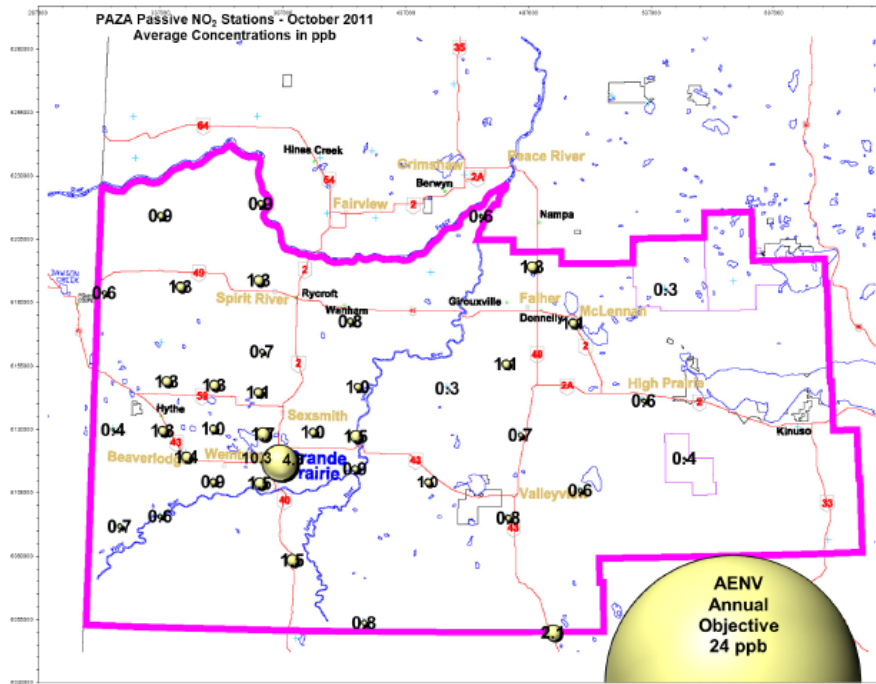


mean 0.2  
minimum 0.0 – Karr Creek  
maximum 0.3 – Mc Lennan

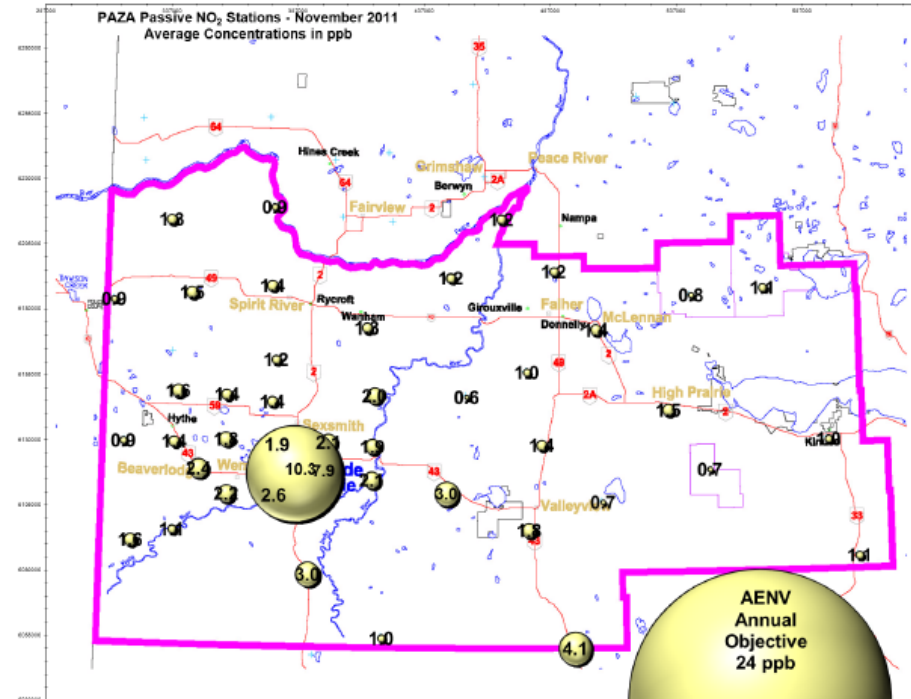


mean 0.3  
minimum 0.1 - East Prairie  
maximum 0.7 - Webber Creek

# 4.1 Passive Network – Nitrogen Dioxide (NO<sub>2</sub>)

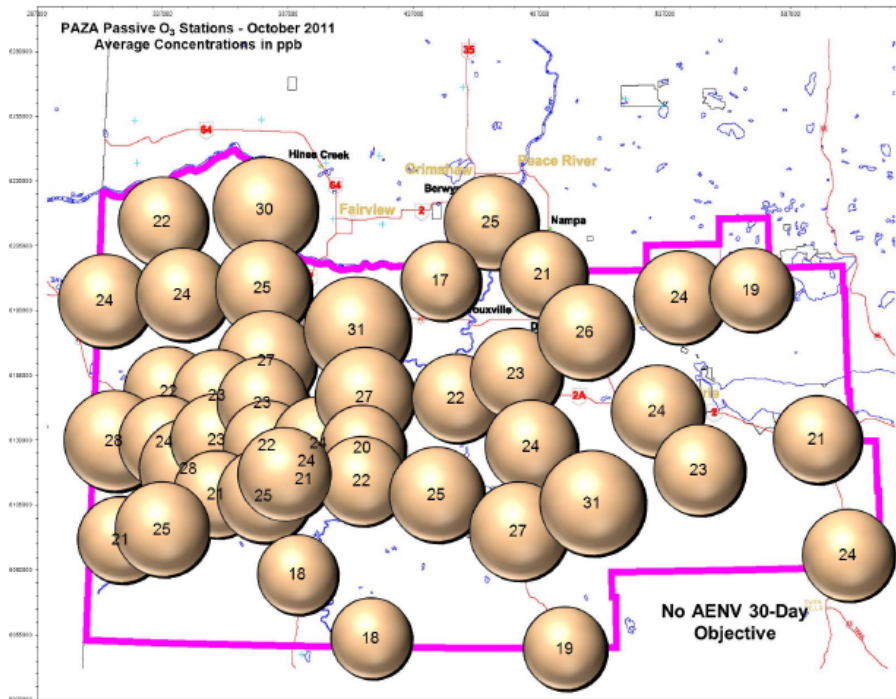


mean 1.2  
minimum 0.3 – Puskwaskau  
maximum 4.5 – Grande Prairie

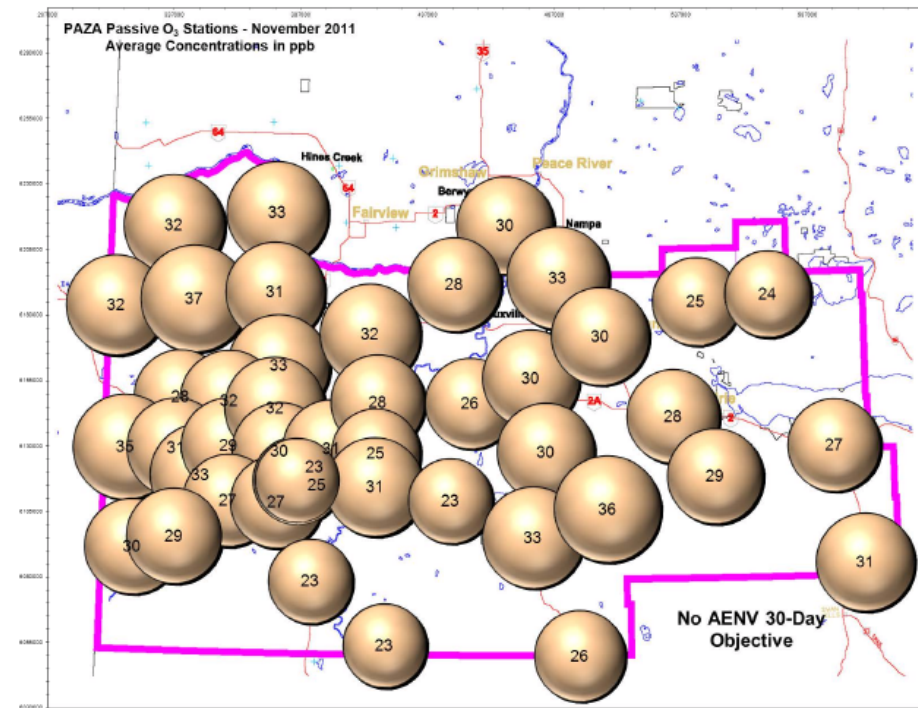


mean 1.9  
minimum 0.6 - Puskwaskau  
maximum 11.8 – Grande Prairie

# 4.1 Passive Network – Ozone ( $O_3$ )

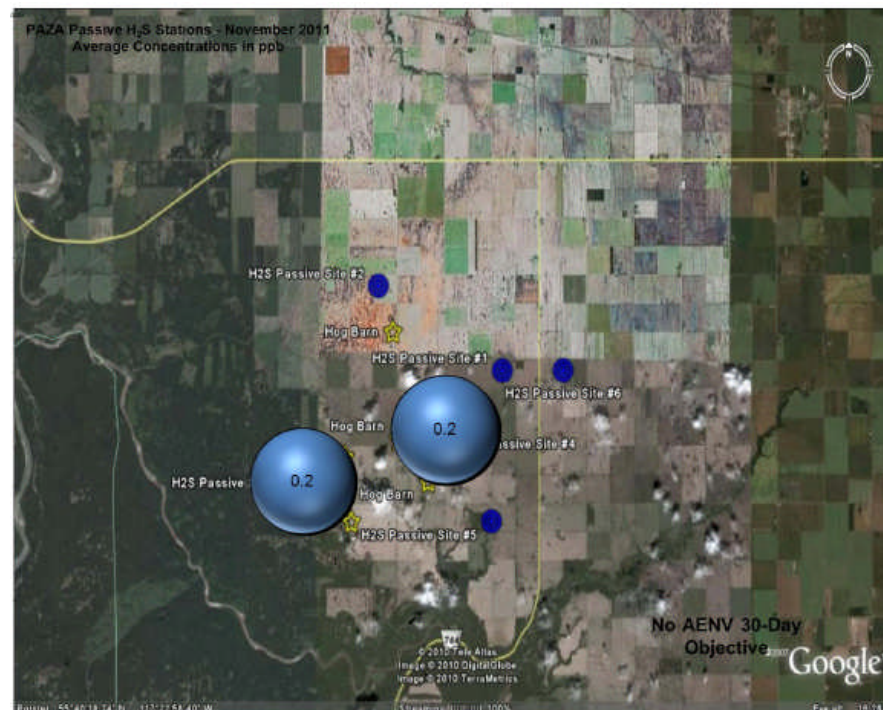
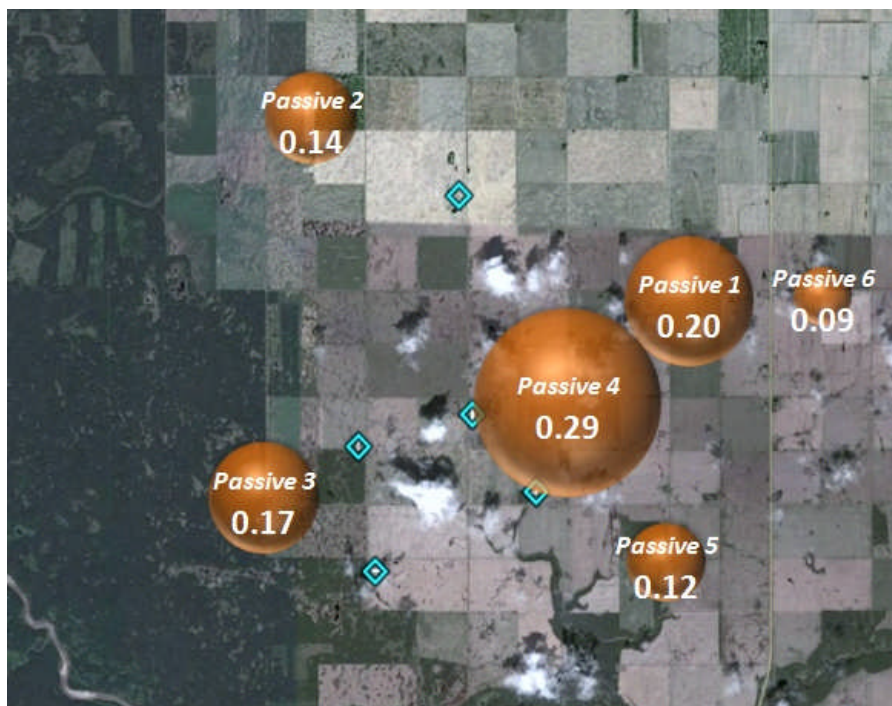


mean 23.7  
minimum 17.4 – Eaglesham  
maximum 31.3 – Wanham



mean 29.4  
minimum 22.7 – Karr Creek  
maximum 36.6 – Gordondale

# 4.1 Passive Network – Hydrogen Sulphide (H<sub>2</sub>S)



mean 0.17

minimum 0.09 – Site G6

maximum 0.29 – Site G4

\*Please note maps not to scale, map sizes differ

mean 0.2

minimum 0.2

maximum 0.2

## 4.1 Network Operations Update

- Girouxville passives:
  - Decreased to G3 and G4 incorporated into main network report in November
  - Addition of H<sub>2</sub>S passive to Gift Lake
- Considerations for location selection:
  - Using SO<sub>2</sub> as an indicator, location should have historically low SO<sub>2</sub> concentrations
  - Location should be away from industrial facilities
  - Should look at nearby water bodies for natural influences
  - Detailed summary of data review for location available upon request

## 4.1 Network Operations Update

- Rover station relocated to Sunset House December 2011
- Location SE 20-70-19-W5
- Hydrocarbon analyzer ordered as approved in the 2011 budget capital expenditures
- Rover summary reports for Bonanza, Kinuso, Falher and Spirit River are near completion



## 4.2 Alberta Environment and Water Update

- Deputy Minister, Ernie Hui meeting request
- Grant Application
  - PAZA will be applying for a 2012-2013 grant of \$90,000-\$100,000 for completion of a network assessment
  - Application deadline Feb 17
- Contract
  - Applied for a slight increase for 2012 based on previous year operational cost
  - Waiting approval

## 4.3 CASA Updates

- Joint Standing Committee Update
  - Purpose: works to strengthen the relationship between CASA, the Alberta Airsheds Council and the individual airshed zones
  - provides a forum for discussing and addressing strategic issues around effective air quality management in Alberta
  - Currently working on developing a baseline understanding of air quality initiatives in Alberta
- PAZA annual update to the CASA Board
  - March meeting

## 4.4 Guide Agreement

- Letter of understanding sent to Guide & Board of directors for review
- Working to collaborate on a monitoring station in the Falher area

## 4.5 Funding Formula

- Funding concept scenario
  - PAZA budget
    - Required to maintain network operations
    - Value added costs
  - Required costs would be distributed to Alberta Environment (AEW) approved facilities based on sulphur dioxide and nitrogen dioxide emissions provided to AEW
  - Value added costs would be distributed to Municipal members, NGO members and non required industries operating in the PAZA region

## 4.5 Funding Formula

- Basis for voluntary:
- Municipal
- Population within PAZA at a cost of 0.30 per person with minimums set for the 1-2499 person range
- Population ranges:

60,000	69999	\$21,000
50,000	59999	\$18,000
40,000	49999	\$15,000
30,000	39999	\$12,000
15,000	29999	\$9,000
10,000	14999	\$4,500
5,000	9999	\$3,000
2,500	4999	\$1,500
1,500	2499	\$1,000
1,000	1499	\$750
1	999	\$500

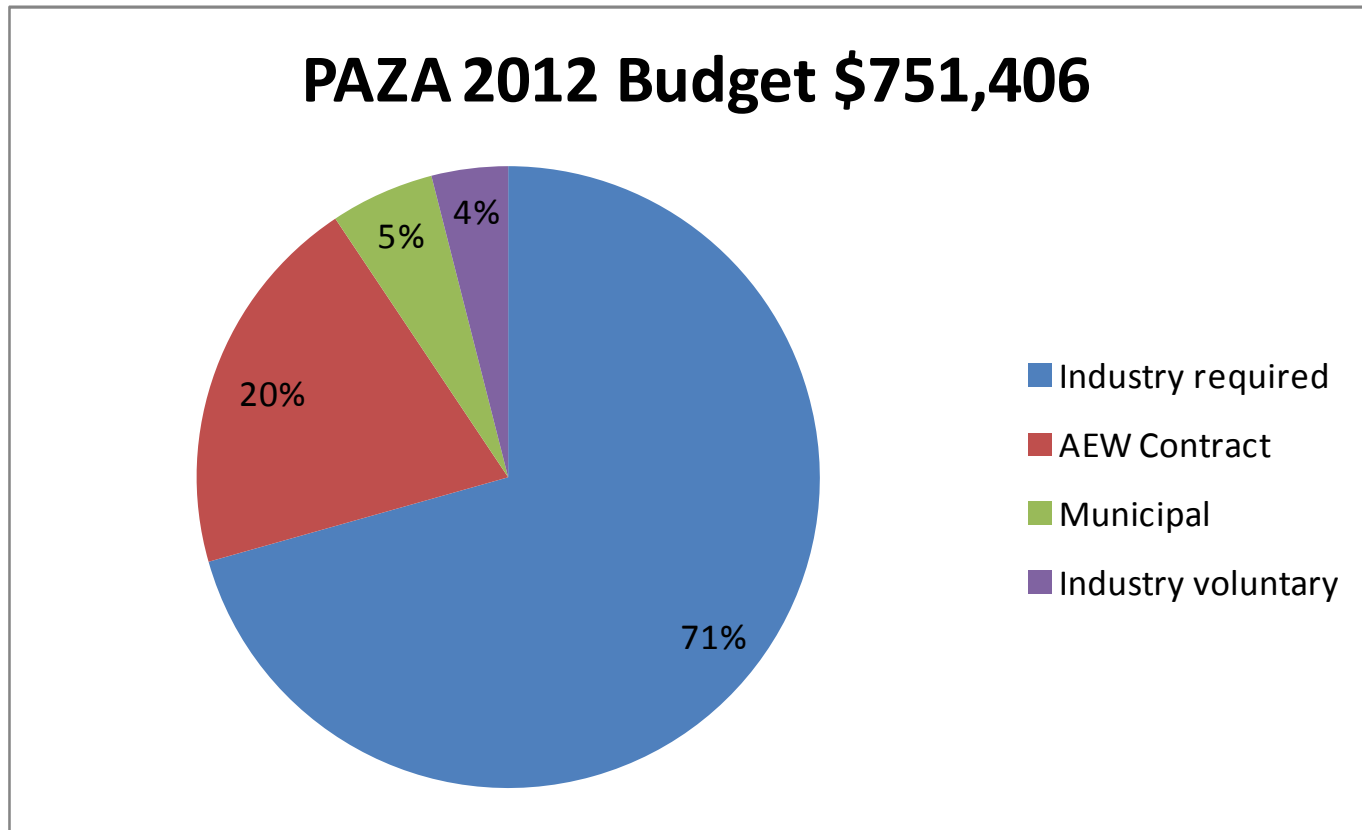
## 4.5 Funding Formula

- Basis for voluntary:
- Industry and other members
- Industry operating within the PAZA boundaries contributing to the air quality
- Includes companies without an approval clause, waste management facilities, misc industry requesting membership at a \$1000 membership fee
- Non government organizations (NGO) at a \$500

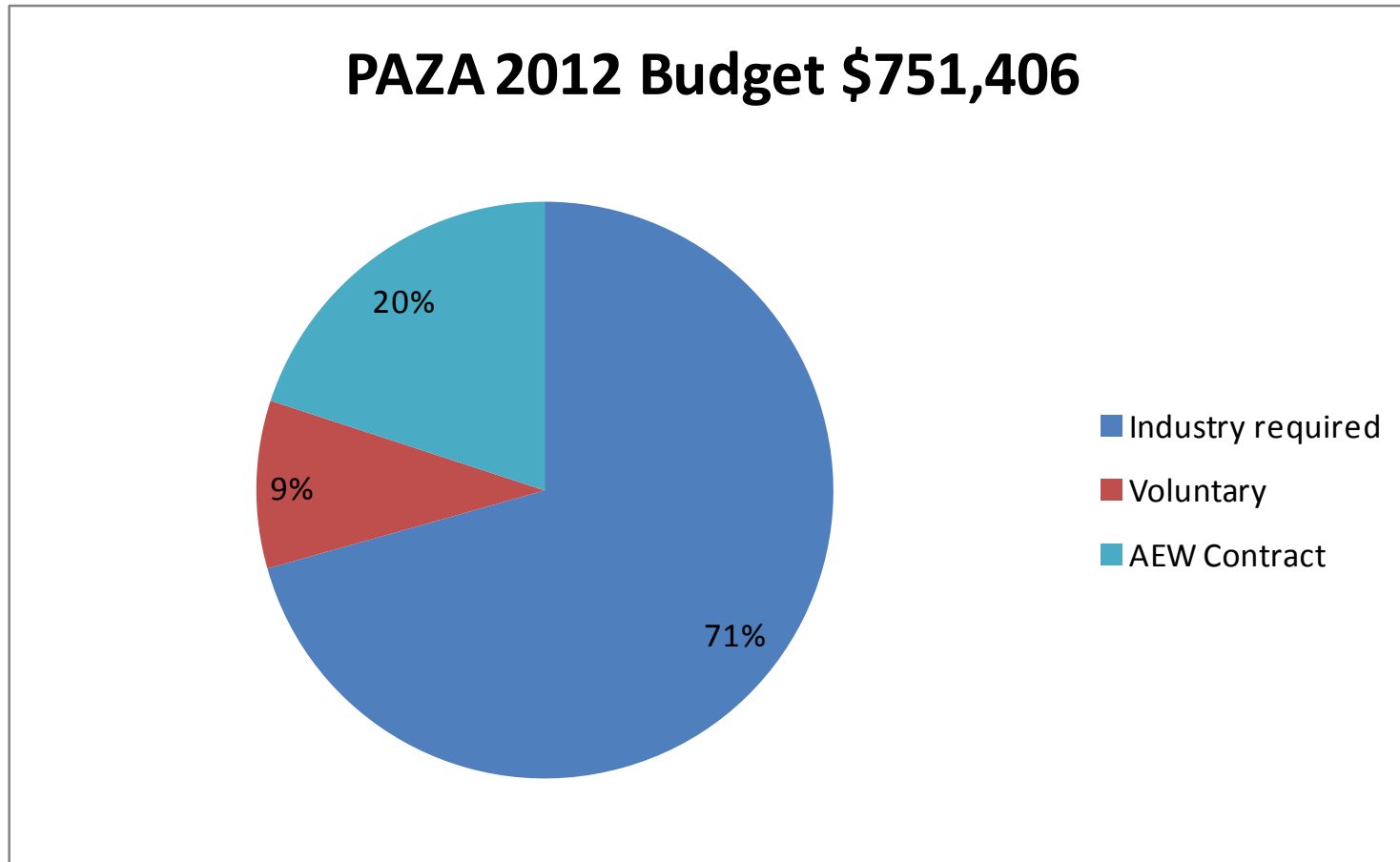
## 4.5 Funding Formula

- Basis for required:
  - Total for invoicing based on cost required to operate main network
  - Based on sulphur dioxide and nitrogen dioxide emitted to the PAZA zone
  - Changes based on PAZA budget and facility emissions
  - Required companies will only be billed for approved facilities

## 4.5 Funding Formula



## 4.5 Funding Formula



## 4.5 Funding Formula

- Benefits
  - More security for funding
  - Assurance to required members that credible air quality monitoring program will remain in operation to meet their needs
  - Removes the 20% extra invoiced to industry
  - Does not increase required invoice amount based on emissions from 2011 invoicing
  - Municipal contribution will not increase unless population increases

## 4.5 Funding Formula

- Benefits
  - Significantly reduced time to calculate invoices annually
  - All invoicing is based on emissions reported by industry or membership rates
    - No calculations based on production
  - Consistent with other Airshed funding approaches
  - Membership fee allows PAZA to broaden our membership base

## 4.5 Funding Formula

- New concept requires
  - Consensus of the Board to explore further

# 5.0 CLOSING

## 5.1 Open Forum

- Round table of all members present

**NEXT MEETING MARCH 1,  
2012**

[www.paza.ca](http://www.paza.ca)

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- Purpose of this document
- PAZA Vision, Mission & Guiding Principles
- Ground Rules
- Roles and Responsibilities

### Documents

- Bylaws
- Budget
- Annual Report
- CASA Beyond Consultation: Making Consensus Decisions

## List of Executive

Executive	Position	Sector	Organization
Bob Savage	Chair	Public	Public
Sharon Nelson	Vice-chair	Government	County of Grande Prairie
Drennen Hallett	Secretary	Industry	DARK Consulting
Jamie Hallett	Treasurer	Industry	DARK Consulting

## List of Directors

Director	Sector	Organization
Andy Trudeau	Government	Municipal District of Smoky River
Bill Nalder	Industry	Canadian Natural Resources
Brian Lieverse	Industry	EnCana
Dan Crowley	Industry	Suncor
Denis Sauvageau	Non-government Organization	Friends of an Unpolluted Lifestyle FOUL
Ed Lamy	Industry	Weyerhaeuser
Greg Smith	Government	Alberta Environment & Water
Leanne Chartrand	Government	Energy Resources Conservation Board

## List of Committees & Members

### Technical Committee

Participant	Sector	Organization
Bill Nalder	Industry	Canadian Natural Resources
Bob Savage	Public	Public
Bob Cameron	Public	Public
Darren Isaac	Government	Energy Resources Conservation Board
Denis Sauvageau	Non-government Organization	Friends of an Unpolluted Lifestyle FOUL
Jamie Hallett	Industry	DARK Consulting
Sharon Nelson	Government	County of Grande Prairie

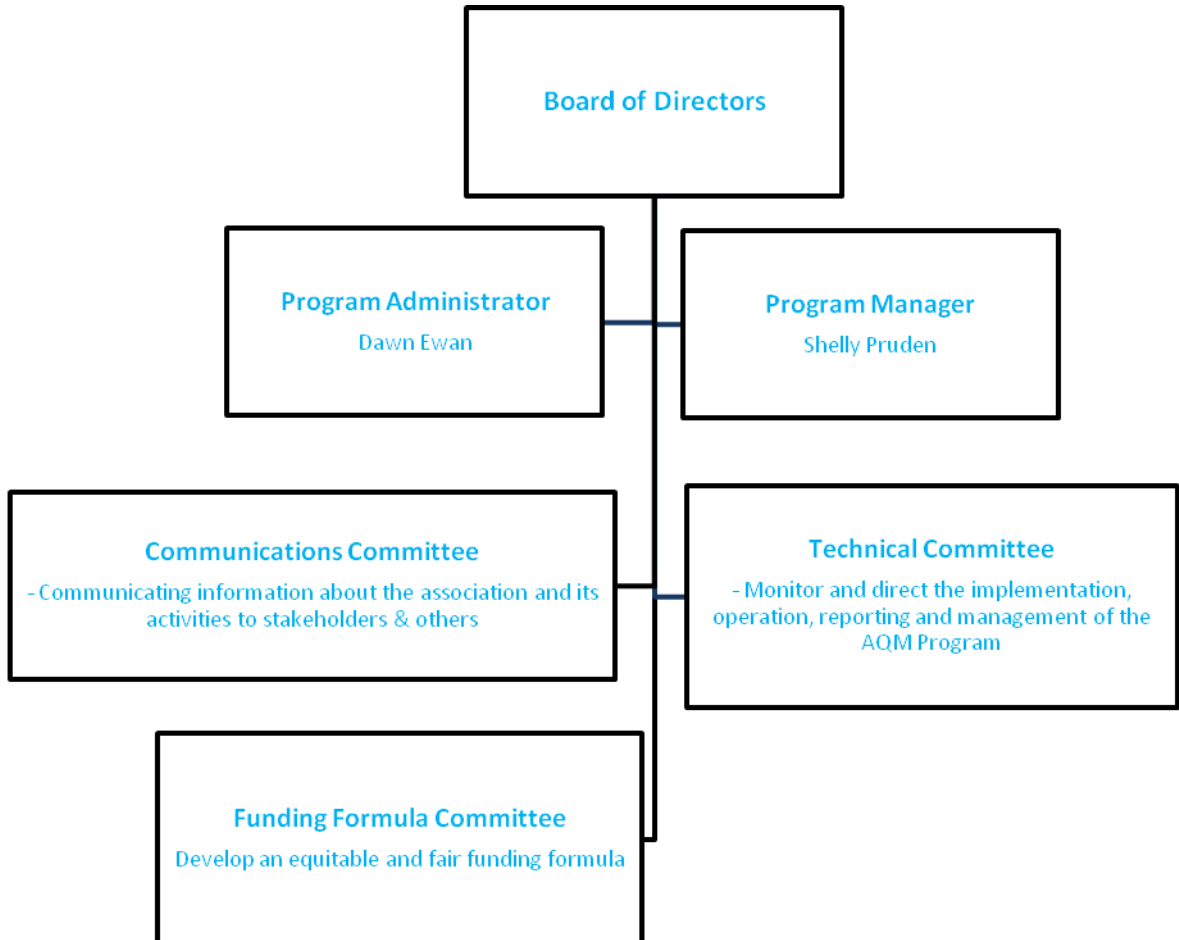
### Communications Committee

Participant	Sector	Organization
Dan Crowley	Industry	Suncor
Leanne Chartrand	Government	Energy Resources Conservation Board
Sharon Nelson	Government	County of Grande Prairie

### Funding Formula Committee

Participant	Sector	Organization
Dan Crowley	Industry	Suncor
Bob Cameron	Public	Public
Sharon Nelson	Government	County of Grande Prairie
Brian Lieverse	Industry	EnCana
Ed Lamy	Industry	Weyerhaeuser

## Organizational Chart



## PEACE AIRSHED ZONE ASSOCIATION

### Background

PAZA is a nonprofit, multi-stakeholder organization that conducts ambient air quality monitoring in northwestern Alberta. PAZA is an unbiased, open and transparent organization, and our members collaborate to provide local solutions to local air quality concerns. PAZA, as an independent third-party, has invested ten years into building trust among members of the public, industry, non-governmental organizations, Alberta Environment and Water, Energy Resources Conservation Board, and Alberta Health Services.

PAZA's air quality monitoring program is a resource for the public to learn about local air quality. The organization structure allows members, through collaboration, to work towards continuous improvement of regional air quality, protection of environmental health, and influence public policy.

PAZA is governed by consensus decision making. Consensus is reached when there is unanimous agreement among our stakeholders, ensuring each one can live with the outcome of the decision. Stakeholders may not achieve all their goals, but the objective is to find the optimal solution that includes something for everyone. Decisions made through consensus processes are likely to be more innovative and longer lasting than those reached through traditional negotiation or top-down hierarchy.

In 2003, PAZA became the fifth airshed zone in Alberta recognized by the Clean Air Strategic Alliance (CASA).

## PAZA Boundaries



## PAZA Air Quality Monitoring Stations

The air quality monitoring stations operated by PAZA monitor for various parameters. The table below indicates the parameters that are monitored at each station.

PARAMETER	HENRY PIRKER	EVERGREEN PARK	SMOKY HEIGHTS	BEAVERLODGE	VALLEYVIEW	ROVER STATION
SULPHUR DIOXIDE	X	X	X	X	X	X
TOTAL REDUCED SULPHURS	X	X	X			X
HYDROGEN SULPHIDE					X	
OXIDES OF NITROGEN (NO <sub>2</sub> , NO AND NO <sub>x</sub> )	X			X		X
CARBON MONOXIDE	X					
TOTAL HYDROCARBONS	X					
OZONE	X	X	X	X		X
FINE PARTICULATE MATTER	X	X	X	X		
WIND SPEED	X	X	X	X	X	X
WIND DIRECTION	X	X	X	X	X	X
SOLAR RADIATION	X			X		
OUTDOOR TEMPERATURE	X	X	X	X	X	X
RELATIVE HUMIDITY	X			X	X	X

## Purpose of this Document

The purpose of this document is to give new and existing members a complete manual with PAZA's fundamental principles and objectives as well as set out the expectations for everyone.

PAZA relies on the voluntary participation of members who are willing to contribute their time, knowledge and energy as members of the PAZA Board of Directors. As Board Members, they represent their stakeholder group's interests on important air quality issues and contribute to the resolution of those issues by participating in the consensus-based processes.

PAZA values the participation of all members and as a group we work towards public participation, consensus-based decision making and ethical behavior in carrying out our business.

## **VISION**

All people living, working and playing in the PAZA region will have the best possible air quality data.

## **MISSION**

The Peace Airshed Zone Association operates an ambient air quality monitoring network to collect and preserve relevant, credible, transparent and accessible data to allow our stakeholders to make informed decisions regarding air quality in our region.

## **GUIDING PRINCIPLES**

We will conduct our business with integrity.

We will be sensitive to the needs of our members.

We will participate with a commitment to our vision and mission and work to the best of our abilities to achieve them.

We will be open and transparent in our work.

We will generate data that is relevant and scientifically credible to our stakeholders.

We will be guided by the consensus decision making process.

We will speak with one voice.

We will ensure all members have the opportunity to participate.

## Ground Rules

All PAZA stakeholders including members of the Board of Directors and subcommittees commit to the following ground rules in communicating and interacting with each other.

- Listen generously
- Speak Straight
- Be “for” Each Other
- Honour commitments
- Acknowledge and Appreciate Others
- Be Concerned for Inclusion
- Be concerned for Alignment

## Roles & Responsibilities

### PAZA Board of Directors

The PAZA Board of Directors and Executive's role is to act as a governance body. This is accomplished by setting policy and direction for the PAZA organization. It is also the group's responsibility to communicate the policies and direction to the program manager and administrator.

The PAZA Board of Directors role is to:

- Set policy and direction on and provide assessment and recommendations on the following
  - PAZA strategic plans
  - PAZA business plans
  - PAZA Vision, Mission and Guiding Principles
  - Mandates of committees
- Communicate direction to the Program Manager and Administrator
- Coordinate and commit resources
- Evaluate the results and progress of PAZA projects
- Evaluate and assess the effectiveness of the Program Manager and Administrator on a yearly basis
- Regularly assess the PAZA Board of Directors progress and functioning as a group
- Speak with one voice; as PAZA commits to a direction or mandate it is understood that the PAZA Board of Directors will support that decision
- Recruit and recommend appointments to the PAZA Board of Directors
- Develop and monitor limits within which the Program Manager and Administrator will operate in pursuing and implementing strategic direction. This includes ensuring clarification of responsibilities, authority and accountabilities related to the operation of PAZA
- Review periodically the policies and position descriptions related to the Program Manager and administrator

- To work together towards making consensus decisions on matters presented to the Board

## PAZA Directors

Term of office for all Directors shall be 2 years, limited to 2 consecutive terms except by unanimous consent of the Board.

Directors as individuals are expected to fulfill the following roles:

- Represent their stakeholder group
- Communicate with their stakeholder group regarding information and decisions at PAZA in a timely manner
- Commit to work constructively and collaboratively within the consensus process
- Commit to work towards PAZA's Vision and Mission
- Commit to personal involvement and interest in PAZA activities
- Allocate the time required to complete the work of PAZA, including attendance and participation at meetings
- Respect the opinions and experience of the other members and directors
- Bring some form of measurable contribution to the resource base of PAZA
- Provide input and advise on the strategic goals and direction of PAZA
- Act as an advocate of PAZA

## Sectors

Directors are appointed to the PAZA Board of Directors from any one of the following sectors:

**Aboriginal:** any First Nation, Métis Settlement, or associated regional provincial organization having an interest in air quality management in the Peace Airshed Zone.

**Government:** any Canadian federal, provincial or municipal government, government department or government agency having an economic stake, interest in, or responsibility for human health and/or air quality.

**Health Region:** Alberta Health Services

**Industry:** any firm, person, corporation or association having an economic stake in air quality management in the Peace Airshed Zone. Industry is defined as: operations such as forestry, natural resource development, and agriculture.

**Non-government Organization:** any firm, corporation or association that is a non-government organization whose primary objective is the preservation or conservation of the environment or the relationship between human health and air quality, or which represents interests likely to be affected by air quality initiatives.

**Public:** any individual having an interest in air quality management in the Peace Airshed Zone.

## PAZA EXECUTIVE

The PAZA executive is comprised of a Chair, Vice Chair, Secretary and Treasurer.

### **The executive is expected to:**

- Provide leadership, advise and direction to support the vision and mission of PAZA
- Provide suggestions to improve the way PAZA and the PAZA Board of Directors works and to steer the organization through critical phases
- Lead by example to facilitate the quality of communication, level of participation, resolution of conflict within the consensus decision making process
- Determines the need for extraordinary board meetings
- Ensures that all Board members are sufficiently clear on the purpose, desired outcomes, process steps, roles and ground rules/principles, and feedback and evaluation mechanisms.
- Ensures clear assignment of responsibility for follow up decisions and actions planned by the board

## CHAIR PERSON

PAZA relies on this individual to ensure that meetings are an open forum to share ideas and information. They can accomplish this by:

- Summarizes and tests for consensus on group decisions
- Setting a good example for effective meeting participation
- Encourage and support participation
- Allow other members to lead the group to benefit the group effort
- Listens actively to the contributions of members
- Keeps the meetings on schedule to complete the agenda
- Calls for feedback on the quality of meetings/leads the evaluation process
- Assists board by facilitating constructive conflict resolution for the benefit of the group.

## Committees Roles & Responsibilities

Committees may be established on an as needed basis to actively work in preparing information, recommendations and proposals for the PAZA Board of Directors. Recommendations from the committees are presented to the PAZA Board of Directors for final approval.

### TEAM LEADER

The Team Leader for each committee is responsible to:

- Set a good example for effective meeting participation
- Provide regular updates to the PAZA Board of directors regarding tasks and progress of the committee
- Manages the committee following the rules of consensus
- Keeps the project on schedule
- Ensures all committee members are sufficiently clear on the purpose, desired outcomes, process steps, communications and ground rules
- Ensure that the committee's work remains aligned to the committees terms of reference
- Acts as a spokesperson for the committee

### TEAM MEMBER

- Represents stakeholder group
- Contributes by providing input and advice
- Acts as an advocate of PAZA and the committee
- Participates at meetings by making constructive contributions and helping others to contribute

Adheres to the rules and principles of consensus decision making as outlined in the *CASA Beyond Consultation: Making Consensus Decisions* Document.

# Objectives

## 1. Operate the air quality monitoring network

- To operate and maintain the air quality monitoring network in a cost effective manner while ensuring that the needs of PAZA stakeholders are met.
- To operate the network with integrity in producing relevant scientifically credible data in a timely manner.

## 2. Policies and Processes

- To develop policies for staff and executive members regarding roles and responsibilities.
- To develop terms of reference for committees.
- To ensure new members are provided with information about the organization.
- To develop procedures that will ensure communication between stakeholders.

## 3. Funding

- To develop an equitable funding formula.
- To develop a funding formula that is sustainable.

## 4. Education

- To provide accessible air quality data.
- To provide timely air quality data.
- To provide air quality data in a format that can be understood by stakeholders.
- To promote the organization in the community.
- To partner with organizations that has a focus on improving air quality.