



**Prep for meeting:** Please review the Resources and Tasks section of the agenda for background readings.

Time	Agenda Item	Objective	Resources/Tasks
15 mins before start	<b>Arrivals</b> Refreshments available	Informal gathering	Room set up, A/V equipment, last minute issues.
10 mins (to 7:10)	<b>Welcome and Introductions</b> Announcements Review of Agenda	Review and refine agenda and objectives.	Copy of Agenda. News items relevant to planning process.
20 mins (to 7:30)	<b>WISDOM CIRCLE</b>	Hear concerns and ideas from community.	Invite a friend to tell a story.
30 mins (to 8:00)	<b>Working our Plan at the Regional Level</b> 1. Report from Regional Working Group and Subcommittees - Jan 26 RWG - Open Burning Subcomm 2. Jan/Feb/March activities 3. Report back to RWG/Advisory Committee 4. Woodstove Changeout	Mark progress on regional activities in workplan and provide feedback on RWG activities and agreements.	<ol style="list-style-type: none"> <li>1. Everyone to read minutes on website;</li> <li>2. Discuss agreements/ actions and integrate into workplan.</li> <li>3. Ask reps to present report.</li> <li>4. Woodstove Changeout Program Update</li> </ol>
30 mins (to 8:30)	<b>Working our Plan at the Community Level</b> 1. Adopt minutes/review Action items 2. Date, time location for March Presentation 3. Logistics for March meeting – advertising etc 4. Put together presentation team 5. Loose ends for community action items 6.	Mark progress on community level activities, correct course as needed, and draft report to RWG.	<ol style="list-style-type: none"> <li>1. Workplan – everyone to review</li> <li>2. Newspaper Articles – comments and feedback</li> </ol>
30 mins (to 9:00)	<b>Review of Draft Plan and Delivery Strategy; acknowledgements section</b>	Build consensus on draft Plan; ensure that community specific comments are included.	Draft Plan to be reviewed prior to meeting
15 mins (to 9:15)	<b>Air Quality Science Update</b>	Mark progress on dispersion modelling and micro-emission inventory; answer technical questions related to local air quality.	Report from Christine and Ben
15 mins (to 9:30)	<b>Next meeting and agenda</b>	Review New Action Items; Build next agenda.	

*If you can breathe, you can make a difference.*