

**Draft Minutes  
Fourth Meeting of the  
BVL DAMS Board of Directors**

**Wednesday, April 19, 2005  
10:30 pm – 12:30 pm  
Houston and District Chamber of Commerce**

**1. Welcome, announcements, review of agenda**

Attendance: Paul, Doug, Frits, Armel, Ben, Joanne, Dave, Laurie

Regrets: Leroy Reitsma, Ian Sharpe

Announcements:

- a. For distribution: new business cards
- b. FYI: Start up of BC Air Quality Committee network
- c. FYI: BC Clean Air Forum presentation and feedback available; invitation to be on advisory committee for 2007; Like idea of PG conference and being on advisory committee. Proceedings from Air Quality and Health forum circulated. Action: Add links to presentations and proceedings on our website.

**2. Adoption of December minutes**

Adopted with notations of updated information as follows: 3. \$50K not received from Env't Canada but \$20K received from BC Environment (Victoria and Skeena offices). 4. Joanne noted that Houston does have funding for energy efficiency projects but right now Council has other priorities i.e. swimming pool. Timing should be fine to dovetail with a second woodstove exchange. 8. MOE funding of 17K confirmed, BC Lung contribution of \$1.5K, BV Foundation application declined. 9. Waiting to hear back from BVCU – Laurie to follow up. 16. Laurie to set up NEWPRO tour – ask Roger if Tues. April 25 at 10 am will work.

Action: Post adopted minutes of Board meetings on website so membership and others can keep track of our activities.

**3. Emission Source Updates:**

- a. CANFOR burner update – should have entire energy system and pellet plant running in 12 months. Broke ground on Monday. Leroy can provide full story at AGM. Board agreed this would be a good idea.
- b. Woodstove pilot project update (Ben) - \$50 for focus group participation – meetings scheduled for late April in Burns Lake, Smithers, and Terrace. Booth at Smithers trade show may be an option. Handing out questionnaires to discover barriers and opportunities to changeouts and operating changes. Have 1000 plus stoves in inventory from Terrace to Burns Lake – have street addresses. May be able to put on a map – Ben can ask GIS/mapping department. Conservation Corps staff working until end of April. There will be a final report with recommendations based on questionnaires and focus groups. Laurie provided new stats on number of wood

burning appliances in BVLD as presented to RDBN. Just under 2000 for uncertified appliances and 333 boilers. These are estimates only.

#### **4. Financial Report**

- a) Current balance is roughly (\$12) due to monthly service charges. New revenues will be deposited by Joanne (MOE Grant, BC Lung Grant, Fraser Basin Council Grant, Clean Air Day grant from BC Transit). Waiting to hear back from BVCU, waiting to hear back on Charitable Status

Action: Laurie and Joanne to meet in May to set up ledger and prepare financial statement etc as per Society Act requirements.

Action: Laurie to follow up with BVCU application and charitable status.

Action: Joanne to follow up on bank charges – non-profits should not be paying service fees.

Action: Doug Bysouth to follow up with Burns Lake BVCU on our application and chances of success.

- b) Policies needed: AMS expenditures (budget line items i.e. ad hoc meetings, lunches and mileage), fees for consulting and other services. Action: Joanne and Laurie to draft up policy for AGM.

#### **5. Administration Report**

- a) AGM/BVLD Clean Air Forum planning

- a. clarify objectives of AGM

- b. clarify objectives of public forum

- c. need to send out invitations 6 weeks in advance – by April 28

- d. need to advertise AGM to general public at least 2 weeks in advance

- e. book speakers - presentation suggestions:

- i. Dispersion modelling

- ii. Assessment of local air quality

- iii. Local government effort: Smithers bylaw/regional campaign on neighbourhood air quality

- iv. Local industry effort: CANFOR project

- v. Integrated planning effort: Houston energy efficiency/air quality project

General consensus on timing of invitations, Senior Centre in Houston for venue, and list of presentations to date.

Action: LG to chase down archive videos of media.

Action: AGM subcommittee Dave, Frits, Ben and Laurie via e-mail – book venue and draft up invitation, confirm speakers for April 28.

- b) New workplan (current plan ends June 30): LG to draft up after AGM with notations on what is being carried over from current workplan.

- c) Succession Planning – Board and Laurie

Action: Succession planning subcommittee Dave, Ben, and Joanne to work with Laurie to draft up contract.

Laurie's contract will be based on MoE contract and preference is to have Laurie continue until 5 year implementation period is over. Goal is to have contract by AGM or sooner.

Current Board agreed to serve for 2 years but we should mention at this year's AGM that nominations will be accepted for next year. Need Procedure for recruiting new members – list of values? Bios for nominees. Consider constitution amendments for upcoming AGM. Action: Succession planning subcommittee to draft up procedure for AGM.

## 6. Action Items/Correspondence

- a. Evaluation of local gov't presentations & letters to remaining local governments – presentations yielded good results – a worthwhile activity. Draft letter approved with amendments. Joanne will deliver Granisle package to Mayor Gerry Ewald. Laurie will deliver packages to Kitimat-Stikine and Hazelton.
- b. Invitation to Smithers Bylaw Meeting May 9<sup>th</sup> RSVP for Frits, and Dave Stevens.
- c. Clean Air Day – items on order/review of proposal – moisture reading station at schools target one in each community. Send advance notice to schools. Instead of community draw for moisture meter, give one to each community for circulation (library, fire department or local government office – whichever makes most sense).
- d. Corwood Burn – Ben circulated internal MOE memo he wrote as an internal consultant on alternatives to issuing a permit. Huge volumes: 2 hectares of piles, 30 000 cubic metres – will generate in one burn half beehive burner emissions for one year; Paul indicated there may also be a safety issue for workers. Piles are a mix of lumber slabs and edgings with lots of bark. Corwood has burned before and was told to put a plan in place for reducing volumes as another permit would not be given. Suggestions: create organic soil: mix bark and wood with soil. Good markets exist for this product. RFP process to solicit ideas? Ben to bring forward – if a burn was to happen it wouldn't be until next fall so we have time. Laurie talked about Wood waste solutions contest idea developed for PIR – perhaps there is something useful in that document – she will give to Paul to look at. Action: AMS reps to check out pile on way home from meeting today.
- e. NEWPRO status, emissions reduction action plan and education effort. Laurie circulated new Ch.5 and draft brochure. 4 point education plan: FAQs for newsletter, brochure, website, membership notice via e-mail and AGM. MoE has funding to do characterization (speciation of VOCs) of emissions. Be sensitive to the goals of our Clean Air Plan and economic sustainability implications. Make sure NEWPRO owns the brochure – both logos should be on brochure. Watch the timing. Note: Laurie, Ben and Roger are meeting this Friday to agree on education program. Action: E-mail out program outline and brochure to Board after Friday meeting.
- f. Newsletter! Feedback on first edition and planning for 2<sup>nd</sup> edition; Doug to help with a pine beetle letter. Need follow up to emissions inventory graph and explaining 5% for space heating versus impact on receptor community. Would like to get out by May 30 so that we use this to promote the AGM. Short – 2 page max. See David Bates newsletter – healthandcleanair.org. Split out technical content using footnotes.
- g. PM2.5 consultation follow-up – Action: Dave Stevens will draft up position statement based on his participation in consultation, background report on options, and Laurie's response to consultation questions (which included feedback from Ben and Cress Farrow). No rush on this – can wait until after AGM if needed or can do via e-mail.

- h. Clean Air Plan revisions for May 30 – this keeps slipping on the priority list but must have new version for AGM based on approved amendments from last year.
- i. Fall Fair preparations – can discuss at AGM. Laurie noted we will have lots of new promo material to use and freebies. Have booked new MoE displays for month of June and can get for Fall Fair. Booth booking usually happens before end of June.

#### 7. Other?

First Nations outreach (new) – Laurie and Ben would like to develop outreach plan as an AMS priority for new workplan. Laurie has invited Rob Alfred, Housing Manager for Moricetown Band to May 9<sup>th</sup> meeting in Smithers.

Lots of stuff happening - can Board get a dedicated AMS calendar of events and deadlines?

Can we book meetings to start at 10 – need to be at least 2.5 hours.

**Meeting adjourned at 1 pm.**

LG/lg: bvl dams minutes for april 19 2006.doc