



bulkley valley - lakes district
airshed management society

BVLD Airshed Management Society		
Notes of meeting held November 26, 2008		
PRESENT:	Laurie Gallant (recording secretary) Ben Weinstein Dave Duncan Doug Bysouth Joanne Dickenson Frits Goossen AJ Downie Jeff Anderson Paul Schwarz Dave Stevens	
GUESTS	Jennifer Hayek	
CALL MEETING TO ORDER	Laurie called the meeting to order at 12:00pm. Laurie and Ben agreed to alternate Chairing duties for the meeting as Ben had to leave for a conference call.	
ADOPTION OF AGENDA	Adopted.	
MINUTES	Minutes from August 21 adopted.	
UNFINISHED BUSINESS	<ol style="list-style-type: none"> 1. Terms of Reference still needed for Idling Committee. 2. Scholarship for Idling interns to be considered as part of budgeting process. 	
BOARD DEVELOPMENT	<p>Organization Policies as per document adopted with amendments as follows:</p> <p>FINANCE 1,2,4 – treasurer needs to receive supporting documents 3 weeks in advance.</p> <p>Discussion of revenue sources – 10% administration fee can cover administration expenses, which can include Director expenses. May also cover scholarship – needs more discussion.</p> <p>New Policies adopted:</p> <ol style="list-style-type: none"> 3. Yes, funds permitting and equally distributed. Charitable receipts not needed. <p>Other policies:</p> <ol style="list-style-type: none"> 5. As written and helps us be true to funders and proposals. 6. As written with addition of "future". 7. Yes, with amendment of "other than" to replace "such as". 	ACTION ITEMS
<p>Summary of Policies</p> <p>Director expenses</p> <p>Conflict of interest</p> <p>Self-Assessment</p> <p>Taking a stand Requests for endorsements or comments</p>		<p>Circulate current list of directors with phone numbers and email, plus set up director listserv.</p> <p>Invite FN band managers directly to AGM and ask for Director nomination.</p> <p>Look into Bill 31 implications for woody debris inventory.</p> <p>Okay for Jeff and Laurie to complete woody debris inventory noting that proposal was developed by Laurie with consultation with Woody Debris Mgmt Committee and Barb Hall of MOE and</p>

	<p>8. Deleted.</p> <p>GOVERNANCE</p> <ol style="list-style-type: none"> 1. Yes, and facilitator can add "silence will be interpreted as consent" when consultation is needed. 2. Yes. 3. Yes with invite to Bands. 4. As written. Seen notes for 5-8 related to AGM and Board performance. 9. As written. 10. Not needed. 11. Yes. Add that a final report be submitted to evaluate and develop programming, and withhold a payment until this is submitted – decide project by project. 12. Not needed. 13. with amendment 14. yes. 15. yes. 16. Yes. 17. New one on Conflict of Interest. Make it clear that lowest bid is not necessarily the winner. Differentiate between unsolicited research and workplan. General call plus two week posting on website is sufficient. Noted by Doug that we want to encourage innovation and policies need to support new ideas, Directors included. <p>Board Self-Assessment Reports – noted that only three submitted but that they contained very helpful insights. Ben asked if a framework for partnership or contracts can also be developed.</p> <p>Item 4 from Board Development Report very helpful. YES to recommendation that "AMS adopt a policy statement on taking public policy stands and; that AMS adopt a procedure for responding to Requests for Endorsements/Letters of Support" using the samples provided in the report for guidance.</p>	<p>accepted by CFDC 16/37.</p> <p>Consolidate policies and differentiate between operating procedure and organizational policy.</p> <p>LG to develop Partner criteria and basic questions on what is wanted and circulate to Board.</p> <p>LG to send out self-assessment form to Board and compile results for January meeting.</p> <p>LG to develop an evaluation framework for programs to be used for contracts and partnerships.</p> <p>LG to add message of "silence will be interpreted as consent" when requests are made for reviews.</p> <p>LG to develop a policy statement on taking public policy stands and; that AMS adopt a procedure for responding to Requests for Endorsements/Letters of Support" using the samples provided in the report for guidance.</p>
<p>ADMINISTRATION</p> <p>TREASURERS REPORT</p> <p>Website hosting and upgrades</p> <p>Charitable and Society status</p> <p>Funding from MOE</p>	<p>Verbal Treasurers report. As of July 29 balance \$71,142.71. Details to be provided in written report.</p> <p>Dave noted hosting opportunity is still available free of charge although domain registration is separate. Agreed that web hosting can fall under new policy of requests for proposals.</p> <p>NEW POLICY: funding partnership – AMS will write a letter confirming conditions have been met as a proactive measure.</p>	<p>Prepare new budget for 2009.</p> <p>Policy exception: no 10% admin fee on WSEP grant.</p> <p>Send out report to Board with proposed funding allocation.</p> <p>Develop posting for web hosting services – criteria by Dec 10.</p>

	<p>Confirmation that Charitable and Society status are secure. Need to follow up on disbursement shortfall noted by Revenue Canada.</p> <p>AJ indicated that he must submit a request for AMS funding by mid-December. A grant of \$15K is available for facilitation service and we may want to consider asking for additional funding for the Clean Air Plan review.</p>	<p>Fix up Google search by paying \$100 to Google from WSEP fund.</p>
<p>CORRESPONDENCE and MEDIA</p> <p>Blue Pearl Smithers OCP Granisle Public Library Northword</p> <p>BC Clean Air Forum Planning request</p>	<p>Laurie noted that letter has been submitted regarding Davidson Project and that Smithers OCP letter is due November 28. Houston OCP update will be starting in January. Noted that link between OCPs and Clean Air Plan is significant and submitting comments should be a priority task.</p> <p>Granisle request for Clean Air Kit in library – confusion since moisture meter was sent to Granisle Council – send letter to this effect with video. Also noted that librarian has volunteered to help AMS with projects.</p> <p>New policies can be used to effectively work with story writers for local papers. Discussion regarding responsible use of Idling Data and need to follow up with Northword.</p> <p>OK for LG to represent BVL D AMS on BC Clean Air Forum planning committee – first meeting Nov 28.</p>	<p>ACTION</p> <p>LG to draft OCP letter for Nov. 28, need to meet deadline.</p> <p>LG to follow up with Granisle Council and library.</p> <p>LG Write a correction notice/letter to the Northword editor – by Dec.10 to introduce AMS and our partnerships.</p>
<p>MOE REPORT</p> <p>Staff updates AQ monitoring updates Regulatory Update Modelling Update Other</p>	<p>Ben's 6 month paternity leave starts Monday Dec.1.</p> <p>AJ and Jennifer will cover off Ben's role with AMS.</p> <p>Comprehensive monitoring update will be provided by Jennifer.</p> <p>Modelling update deferred.</p>	<p>Monitoring and modelling updates to be provided via e-mail.</p> <p>OBSCR review status to be provided by e-mail.</p>
<p>COMMITTEES</p>		
<p>WOODSTOVE EXCHANGE PROGRAM REPORT</p>	<p>Burn It Smart workshops attendance – 4 in Houston – big disappointment questioning wise use of resources, 25 in Smithers, Burns Lake is tomorrow night. Dalton was a paid facilitator; perceived conflict of interest for retailer to deliver workshops. Laurie has asked Colin to provide AMS board with evaluation report from participants.</p> <p>320 exchanges to date – note that 400 is the target for the pilot funding.</p>	<p>LG to follow up with Colin on evaluation of BIS workshops.</p> <p>Follow up needed on status of WESP committee recommendations and adherence to terms of reference.</p>

	Vanderhoof WSEP TVFP request	
IDLING REDUCTION CAMPAIGN	Smithers Secondary School partnership alive and well – presentation to Town Council and final report planned.	Jeff to prepare Terms of Reference.
WOODY DEBRIS	OK to revise letter for funding and for Jeff and Laurie to carry out work.	
CLEAN AIR PLAN UPDATE	Deferred. New meeting last week in January maybe Topley.	LG to circulate report in December.
NEW ITEMS Indoor AQ and mould.	Laurie received request for assistance in testing indoor AQ for mould – seems there is no testing service available on Hwy 16; Northern Health office advised looking in phone book. Ben and Laurie discussed during commute to and from meeting – noting potential health issue severity; feel that Northern Health and local governments have some responsibility in this domain and that AMS can help facilitate a solution even though this is out of our scope.	LG to contact Northern Health and Town of Smithers regarding possible solutions and provide internet research leads to date in hopes of creating a fact sheet.
ADJOURNMENT	Meeting was adjourned at 4:00 pm.	