Meeting Minutes
Coordination Committee
Mon. March 14, 2016, 3:00 – 5:00 pm
71 Main St W, City Hall, Rm 264

---

1. Introductions & Welcome

In Attendance:

Denis Corr, Corr Research (Chair)
Brian Montgomery, Senior Project Manager - Air Quality, City of Hamilton
Andrea McDowell, Project Manager – Air Quality, City of Hamilton
Karen Logan, HIEA Representative, Communication Coordinator
George McKibbon, McKibbon Wakefield Inc.
Jayne Crawley, Horizon Utilities Corporation
Mark Smithson, Ministry of the Environment and Climate Change
Lynda Lukasik, Environment Hamilton
Jim Stirling, ArcelorMittal Dofasco
Andrew Sebestyen, U.S. Steel Canada
Peter Chernets, Citizen
Kathryn Enders, Green Venture
Ted Mitchell, Citizen
Christine Newbold, Planning and Economic Development, City of Hamilton
Trevor Imhoff, Air Quality Coordinator, City of Hamilton
Alissa Mahood, Planning & Economic Development, City of Hamilton
Shivani Vigneswaran, Environment Canada

Regrets:

Sally Radisic, Public Health, City of Hamilton
Christine Borselli-Morgan, Citizen
Matt Adams, McMaster Centre for Spatial Analysis
Dan Dobrin, Ministry of Environment and Climate Change
Deirdre Connell, Green Venture
Jonathan Bastien, Hamilton Conservation Authority
Brian Jantzi, Citizen
Michelle Sergi, Planning and Economic Development, City of Hamilton
Anna Krol, Health Canada
Matt Lawson, Public Health, City of Hamilton
James Kaspersetz, OEAC
Debbie Achatz, Public Works, City of Hamilton
Katie Chan, U.S. Steel Canada

Patrick Quealey, Environment Canada
Lorraine Vanderzwelt– Mohawk College
Tom Chessman, Public Works, City of Hamilton
Carolyn Barnes, ArcelorMittal Dofasco
Heather Donison, Sustainability, City of Hamilton
Peter Topalovic, Smart Commute -TDM, City of Hamilton
Joel Konik, Hamilton Conservation Authority

Meeting Commenced at 3:45pm

1. **Introductions & Welcome**
   - Denis C. (chair) would like to express his gratitude to all member of Clean Air Hamilton for their work on the Upwind Downwind Conference

2. **Approval of February 8, 2016 Minutes**
   - Approved

Presentations:

None

Updates:

3. **2016 Clean Air Hamilton Funded Projects - Update – Trevor Imhoff**
   - Hamilton-Wentworth Green Venture received funding for their Totally Transit Kids and Eco Stars Classroom projects in the amounts of $9,000.00 and $10,000.00.
   - Corr Research received funding for their Fresh Air Kids and AQHI Mapping Update projects in the amounts of $12,000.00 and $7,500.00.
   - Hamilton Conservation Authority received funding for their Anti-Idling Signage project for the amount of $1,500.00.

4. **2016 Upwind Downwind Survey Results - Update – Brian Montgomery**
   - Received approximately 18 survey results.
   - Overall good comments, nothing negative, everyone either stated they were very satisfied or satisfied.
   - Specific comments from the survey on what participants would like to see more of in the future included:
     - More on transit with examples from other municipalities;
     - Details on air quality model;
     - More on adaptation;
     - More on mitigation; and
     - More on climate change.

Questions/Discussion:

- Shivani V. – Will the presentations from the conference be online?
  - Brian M. – Yes we have been waiting on one presenter to give final copy of presentation but time

has run out and we will be putting presentation on the Clean Air Hamilton website shortly.

5. **2015 Annual Clean Air Hamilton Report Roles & Responsibilities – Trevor Imhoff**

- Potential dates for first, second & third draft to have final report done by May 27, 2016 include:
    - April 11, 2016 - First draft for 2015 projects (half page description & pictures);
    - April 25, 2016 – Second draft; and
    - May 9, 2016 – Third / Final Draft
- Trevor I. – Does everyone agree on those dates or anyone foresee not being able to meet those dates?
    - General consensus of group was yes and would be able to meet those dates.

Questions/Discussion:

- Mark S. – MOECC should not have a problem meeting those dates.
- Trevor I. – specific projects for the 2015 Annual report include:
    - Green Venture – Totally Transit & Climate Change Champions;
    - Corr Research Inc. – Fresh Air Kids & Downtown Active Transportation Super Highway; and
    - Trees for Hamilton – Trees for Hamilton
- Denis C. – 10 specific objectives of the Air Quality Task Force such as:
    - The PM working group;
    - Mobile monitoring.
- Denis C. – Would like to focus on new things throughout the year.
- Jim S. – Agreed, also believes we should talk about what is to come. Airshed model should be discussed and next steps.
- Matt L. – If talk about airshed model will have to be somewhat vague due to Public Health not receiving anything from airshed model to date.
- George M. – Idea of talking about over the years what has been done such as:
    - 10 actions & where we are now; and
    - What we did last year.
- Karen L. – Should put something in the report that will make them look forward to reading it next year.
- Denis C. – Could do something about Dash/Mash.
- Jim S. – Karen did a lot of work last year to ensure the success of the report and HIEA would be willing to offer her services again this year.
    - Andrew S. – Agreed.
- Denis C. – Does everyone in the group agree?
    - General agreement and no comments.
- Karen L. – Group to remember about words & amount of words due to accessibility requirements.

6. **CCME Guidance Document for Canadian Jurisdictions on Open-Air Burning – Trevor Imhoff**

- Guidance document focuses on 5 tools for municipalities to use combined with best practice information municipalities can reduce smoke intensity and protect public health.

CCME GUIDANCE DOCUMENT FOR CANADIAN JURISDICTIONS ON OPEN-AIR BURNING

Wood Smoke Management Toolkit:

Regulating Open-Air Burning	Air Quality Advisories & Burn Restrictions	Alternatives	Public Outreach & Education	Performance Management
1.1 Municipal By-Laws: Can include detailed requirements or general prohibitions for varying uses & scenarios. Note: Public outreach & education should be undertaken prior to announcement of by-laws.	**2.1 Notifications:** Municipalities should make a reasonable effort to notify residents about any concern for open-air burning during air quality advisories. **2.2 Burn Restrictions:** Should be considered in the following way: **2.2(a)** Guidelines or programs requesting that the public voluntarily refrain from burning during periods of poor air quality	**3.1 Composting and Chipping Sites:** Establishing free drop-off at year-round depots **3.2 Wood Energy Utilization:** Developing opportunities for interested stakeholders for alternative energy including co-generation. **3.3 Biomass Utilization:** Consider partnerships with local manufacturers interested in wood waste as biomass	**4.1 Electronic Resources:** Communication through email, websites, background document citing CCME Guidance Document. **4.2 Multimedia Public Notifications:** Local television, newspapers, posters, pamphlets, billboards and Town Hall meetings. **4.3 Key Messages for Outreach & Education:** ✓ Avoid open-air burning whenever possible; ✓ Do not burn during air quality advisories etc.	**5.1 Initial Smoke Evaluation:** May include community survey, review of the fire permitting & compliance process, available emissions inventories etc.. **5.2 Selection of Actions:** Performance measures should be crafted to compare planned implementation: ✓ Number of fire permits & data; ✓ Public nuisance complaints etc.

CCME document provides 5 tools and combined with best practice information municipalities can reduce smoke intensity and protect public health.

References
Canadian Council of Ministers of the Environment. (2016). Guidance Document for Canadian Jurisdictions on Open-Air Burning. Retrieved from: http://www.ccme.ca/en/resources/air/wood_burning.html?

- CCME document provides sample by-law for municipalities to use.
- Many more recommendations for 4.3 Key Messages and 5.2 Selection of Actions within document
- Full document can be found on CCME website at:
    - http://www.ccme.ca/en/resources/air/wood_burning.html

Questions/Discussion:

- Lynda L. – Wondering if there has been a comparison to current City of Hamilton By-law and which one is more strict?
    - Trevor I. – No, comparison has not been completed but can be done and presented at next Clean Air Hamilton meeting.
- Denis C. – Might be an important comparison as current By-law has loophole.
- Matt L. – Have spoken to Fire Department about By-law and issue of loophole in regards to cooking food. Stated it is not really any issue, responders make educated judgement calls and ask multiple questions when responding to open-air burning complaints.
- Karen L. – Still concerned about potential loophole in current By-law.
    - Matt L. – Responders know the difference between cooking food for dinner and cooking hotdogs, non-compliance comes with a pretty hefty charge.

- Andrew S. – Are rural areas allowed burn barrels?
    - Matt L. – Any resident located within the urban areas of Hamilton are not allowed any type of open fire, rural areas are allowed. Can double check, Open-Air Burning By-law 02-283
- Ted M. – Made example of neighbours chiminea, does not think it is linked with building department at all.
    - Matt L. – Recommends calling fire prevention officer as it sounds like open-air burning.
- Lynda L. – Made comment regarding Home Depot in Hamilton still selling chimineas. Wondering if there is an education / outreach strategy.
    - Matt L. – Stated department has thought of this idea previously with 2 stroke engines, but distributor reluctant to hear about what they cannot sell.
    - Lynda L. – Stated may be worthwhile to look at open-air burning equipment as there is a by-law regulating this.
- Denis C. – Recommends taking a look at all the companies selling this equipment
    - Matt L. – Making a note regarding recommendation.
- Karen L. – Asking City staff what is the process for changing the by-law?
    - Matt L. – A reasonable approach may be contacting department responsible for enforcing the by-law (fire prevention) officer regarding taking a look at the feasibility and impacts of amending the by-law.
    - Denis C. – His experience with anti-idling by-law there is a long process for writing and making amendments to City's by-laws.

7. POA Funding Update – Matt Lawson

- Councillor Merulla made a motion to take $34,000 from the existing POA funding for an urban farm initiative.
- Hamilton Public Health Services (PHS) planning on taking remaining POA funding and use the existing City Enrichment Fund (CEF) process in order to administer this money.
- Anybody from the Clean Air Hamilton Committee wanting to make a delegation regarding this decision is more than welcome to do so.
- PHS looking to create criteria in order to properly evaluate submitted projects.
- Going to set up meeting and send email to rest of committee members to discuss criteria used to adjudicate projects.
- CEF has a maximum funding of only 30% of the total project cost, however plan on communicating with finance the recommendation of CAH wanting 100% funding.
- If there any further comments or recommendation from committee members PHS staff are always available over email.

<u>Questions/Discussion:</u>

- Lynda L. – Moving forward on framework for decision making, is the CEF process already set-up?
    - Matt L. – CEF process has an adjudication panel, feedback regarding finding members of the panel is currently being accepted.
    - Andrea M. – The panel changes every year so you do not have the same people assessing the projects every year
- Denis C. – Sense from sub-committee, CAH interested in half of POA funding to perform legacy project.

Current CAH funding process a fairly robust structure for evaluating projects

  - Matt L. – Duly noted, CAH never truly designed to be a funding body and CEF process will ensure integrity and limit biased decisions.

- George M. – expressed concern regarding delaying on making a decision on this process as everything erodes with time and afraid of money whittling away if delayed.
- Andrew S. – Asked if PHS is looking at Trillium Fund
  - Matt L. – No, but similarly, some stakeholders met with Hamilton Community Foundation – good options, however, added expenses due to management fee/expense. With CEF no management fee and City accrues interest. Staff have been requested to report back to Grants Sub-committee about using the CEF for granting the POA funds.
- Karen L. – Made example of criteria and adjudicating process with arts advisory committee, asking if City has environmental program already set-up?
  - Andrea M. – A lot of material on the website, there is no environmental stream except for capacity building.
  - Brian M – Was selected as a previous adjudicator, they pull names out of a hat.
  - Karen L. – Stated that arts advisory committee was asked as a group to adjudicate with a scoring matrix and was open and transparent.
  - Andrea M. – The criteria we are asking for everyone's comments and feedback will be setting up the scoring matrix for the projects.
- Matt L. – Stated Councillor Merulla has recommended that projects relating to air quality in Wards 3,4, and 5 get extra points when applying through CEF.
- Lynda L. – Asking what is the timeline in setting up this process?
  - Matt L. – Goal is to have the CAH funding process changed for 2017. Develop the criteria with CAH stakeholders through 2016.
- Denis C. – Stated his trust in the group, moving forward to a more City formal process may help when the money runs out to get more money.
- Karen L. – Asking if there are any groups looking at environmental funding, nothing for environment as a whole.
  - Denis C. – Stated there is money coming from the Province and Federal level, if we had a high profile procedure could go looking for matching funding.
- Ted M. – Stated it is important to separate and remove bias, perhaps by farming out to individuals who run Upwind/Downwind conference or experts from across Canada.
  - Kathryn E. – Interesting idea, I would support this.
- Karen L. – Stated there would be a challenge about getting someone from B.C for example compared to local.
- Matt L. – The adjudication would be comprised of 3 individuals, 1 from the community, 1 from a City department (i.e planning? Public works etc.) and 1 from PHS but not someone in this group but who is familiar with PM and the science.
- George M. – Asking when the criteria meeting is going to be held.
  - Matt L. – Sending email shortly re: meeting to discuss criteria, ~ 2 hr meeting.
  - George M. - Made an example of the American Institute of Planners that the criteria to assess projects seems simple at first, but extremely difficult and time consuming. Recommends taking

a close look at the adjudicating process.

8. Member Updates

Matt Lawson, Hamilton Public Health Services:

- Thank you everyone for their hard work with the Upwind Downwind Conference, especially to Brian Montgomery. The conference finished with a surplus.

George McKibbon, McKibbon Wakefield Inc.:

- Volunteer with Canadian Municipal Planners and I often put what CAH is working on forward as an example of what public health can do.
- For example I had the pleasure of working with public health researchers from across the country in the development of a discussion paper entitled Ecological Determinants of Public Health which can be found on the Canadian Public Health Association website. It was approved and adopted in a CPHA conference last May. CAH is offered as an example of what can be done when public health collaborates with others.
- CPHA conference in June, will be doing a couple of presentations, Sally R. volunteered writing and participating in presenting what CAH is doing, again as an example of what can be done.
- Invitation only last week to Winnipeg on Active Transportation and I recommended inviting Reid Ewing, who was previous Upwind Downwind keynote speaker as well as Steve Malloy and Peter Topolavic who all did us proud.
- There is nothing comparable across the country to what CAH is doing in regards to working with stakeholders collaboratively and it is important to get our examples out and document what we are doing so others don't have to re-invent the wheel.

Kathryn Enders, Green Venture:

- Green Venture starting summer camp shortly.
- Currently have tickets for raffle to win local wine if anyone interested in buying one.

Mark Smithson, Ministry of the Environment and Climate Change:

- Province recently released air quality report update and decision for Provincial air zones.
    - Matt L. –Decision looks similar to the proposal, what are the next steps?
    - Mark S. – Going to get answer and provide update.

Brian Montgomery, Hamilton Public Health Services:

- Preliminary meeting for Climate Action Committee (Committee responsible for implementing actions proposed in Hamilton Community Climate Change Action Plan).
- Invitations sent out along with DRAFT Terms of Reference.
- Committee similar structure to CAH, group of approx. 25 people and going to prioritize 10 themes discussed in the Action Plan.

Lynda Lukasik, Environment Hamilton:

- Invited clean air partnerships at beginning of April.
- Attended previous meeting with Rutgers, they are seeking site exemption under MOECC.
- MOECC previously monitored 24 hr upper risk threshold exceedance, finds this troubling and wondering what their plan is to deal with this.
    - Karen L. – Rutgers is member of HIEA and currently has steps in place to handle this.

- Denis C. - Is it possible you ask them what those steps are and update group?
- Matt L. – Wondering when exemption is going to be posted, waiting for MOECC to post it.
- Jim S. – Rutgers has submitted everything, MOECC branch overloaded with exemptions, capacity issue at MOECC due to new requirements.
- Lynda L. – Understand capacity issues, potential challenge for meeting timelines.

Andrew Sebestyen, U.S Steel Canada:

- In regards to the air zone, O'Reg 419 were looking towards sources of contaminants, source proportionate.
- Working being done on air modelling in Hamilton is at the forefront. More to come on that.

Karen Logan, HIEA Representative, Communication Coordinator:

- Invitation extended to everyone for April 14, 2016 HIEA General Meeting.
- 3 presentations including:
  - McQuesten Urban Farm;
  - ArcelorMittal Long Products Canada Wastewater Treatment Facility; and
  - Air Liquide's Oxygen Pipe Line.

Andrea McDowell, Hamilton Public Health Services:

- Air pointers report from Rotek has been received.
- If anyone would like a copy of the report please contact myself.
- Trying to make report available for CAH members' a.s.a.p.

Denis Corr, Corr Research Inc.:

- Thank you to everyone for handling news professionally.
- Interesting article on PM and soccer players performance in Germany (will email out).
- Lieutenant Governor's Roundtable discussion being held March 24, 2016.
- Honourable Elizabeth Dowdeswell emigrated from Northern Ireland to Saskatchewan when she was 3 and has had a fantastic career including leading the Atmospheric Environment Service at Environment Canada.

Action Items:

- **Trevor I. to compare Hamilton's Open-Air By-law to example CCME By-law and update group next meeting.**
- **Mark S. to get answers regarding update of air zones and next steps**
- **PHS to setup meeting for CAH committee to discuss funding criteria.**

Meeting Adjourned at 4:35 pm

Next meetings:

April 11, 2016	**3:00-5:00pm**	**City Hall Room 192/193**
May 9, 2019	**3:00-5:00pm**	**City Hall Room 192/193**

June 13, 2016 **3:00-5:00pm** **City Hall Room 192/193**