

## Non-Point Source Project Team Meeting #14

Date: Thursday, March 30<sup>th</sup>, 2017

Time: 10:00 – 15:00

Place: Canadian Fuels Office, 21<sup>st</sup> Floor, #2100, 350 7<sup>th</sup> Avenue SW, Calgary, Alberta

### IN ATTENDANCE

| <u>Name</u>       | <u>Stakeholder Group</u>                                      |
|-------------------|---|
| Atta Atia         | Alberta Agriculture & Forestry (AAF)                          |
| Jill Bloor        | Alberta Airsheds Council (AAC)                                |
| Tasha Blumenthal  | Alberta Association of Municipal Districts & Counties (AAMDC) |
| Bill Calder       | Prairie Acid Rain Coalition                                   |
| Rhonda Lee Curran | Alberta Environment & Parks (AEP)                             |
| Katie Duffett     | Clean Air Strategic Alliance (CASA)                           |
| Rob Hoffman       | Canadian Fuels Association (CFA)                              |
| Lauren Maris      | City of Red Deer  |
| Steve Marshman    | Alberta Canola Association                                    |
| Andrew Read       | Pembina Institute   |
| Tanya Sakamoto    | City of Calgary   |
| Scott Wilson      | Alberta Motor Association (AMA)                               |
| Martin Van Olst   | Environment and Climate Change Canada (ECCC)                  |
| Ruth Yanor        | Mewassin Community Council                                    |

### REGRETS

| <u>Name</u>      | <u>Stakeholder Group</u>                                      |
|------------------|---|
| Nadine Blaney    | Alberta Airsheds Council (AAC)                                |
| Jim Hackett      | ATCO  |
| Carolyn Kolebaba | Alberta Association of Municipal Districts & Counties (AAMDC) |
| Alison Miller    | Imperial Oil Ltd. (CAPP/CIAC)                                 |
| Karla Reesor     | Alberta Airsheds Council (AAC)                                |
| David Spink      | Prairie Acid Rain Coalition                                   |
| Chandra Tomaras  | City of Edmonton  |

| Action Items  | Who                      | Due     |
|---|--------------------------|---------|
| 2.1: The NPS Project Team will send Katie any additional NPS resources including information on actions to address NPS in Alberta and any references outside Alberta (i.e. National/International and/or cross-jurisdictional reviews). | All Project Team Members | Ongoing |
| <b>February 3<sup>rd</sup>, 2017</b>  |                          |         |



# MINUTES



|  |                                  |                               |
|--|----------------------------------|-------------------------------|
| 12.6 Contact Energy Efficiency Alberta and coordinate a meeting between them and members of the project team to introduce the project and discuss the NPS draft recommendation ideas.  | Andrew Read                      | March 15th, 2017              |
| <b>February 23<sup>rd</sup>, 2017</b>  |                                  |                               |
| 13.6 Complete revisions on the prescribed burning draft recommendation and send it to Katie by March 15 <sup>th</sup> for distribution to the project team.  | David Spink<br>Tasha Blumenthal  | March 15 <sup>th</sup> , 2017 |
| 13.7 Lauren to reach out to her Alberta Motor Dealers Association contact to gauge the level of support/interest for recommendations relating to dealership inventory before the next project team meeting.                        | Lauren Maris                     | March 30 <sup>th</sup> , 2017 |
| 13.12 Revise the Tier 4 Emissions Standards draft recommendation to take the form of content for the report but not a recommendation, for review at the March 30 <sup>th</sup> NPS Project Team Meeting.                           | Rhonda Lee Curran<br>David Spink | March 15 <sup>th</sup> , 2017 |
| 13.13 Provide information on practices used by municipalities to manage road and construction dust in advance of the May NPS Project Team meeting.   | Tasha Blumenthal                 | May 2017                      |
| <b>March 30<sup>th</sup>, 2017</b>   |                                  |                               |
| 14.1: Follow-up with Martin on what (if any) additional information is required for release of the health effects data for use by the Communications Subgroup by April 17 <sup>th</sup> .  | Katie Duffett                    | April 17 <sup>th</sup> , 2017 |
| 14.2: Forward to the project team information on indicators/measures of traffic congestion received from municipalities.   | Katie Duffett                    | April 24 <sup>th</sup> , 2017 |
| 14.3: NPS Project Team members to submit any comments/revisions to the gaps & uncertainties document to Katie by April 17 <sup>th</sup> .  | Project Team                     | April 17 <sup>th</sup> , 2017 |
| 14.4: Draft information on existing emissions management actions for commercial/residential heating non-point sources (with any updates to be included from the upcoming stakeholder conversation with Energy Efficiency Alberta). | Rhonda Lee Curran                | April 30 <sup>th</sup> , 2017 |
| 14.5: Draft information on existing emissions management actions for agriculture non-point sources by April 30 <sup>th</sup> .   | Atta Atia<br>Steve Marshman      | April 30 <sup>th</sup> , 2017 |
| 14.6: Draft information on existing emissions management actions for oil sands specific non-point sources and industrial non-point sources by April 30 <sup>th</sup> .   | Rob Hoffman<br>Alison Miller     | April 30 <sup>th</sup> , 2017 |
| 14.7: Draft information on existing management actions for construction & road dust (for industrial sites) by April 30 <sup>th</sup> .   | Alison Miller                    | April 30 <sup>th</sup> , 2017 |
| 14.8: Incorporate feedback from the project team into the draft gasoline distribution recommendation and provide a revised recommendation by April 17 <sup>th</sup> .  | Rob Hoffman                      | April 17 <sup>th</sup> , 2017 |



# MINUTES



|   |                                  |                               |
|---|----------------------------------|-------------------------------|
| 14.9: Provide the draft urban planning recommendation to the CRAZ Policy & Research Committee for their meeting on April 7 <sup>th</sup> and report back to the NPS Project Team during the April 24 <sup>th</sup> meeting.   | Jill Bloor<br>Tanya Sakamoto     | April 24 <sup>th</sup> , 2017 |
| 14.10: Incorporate the NPS Project Team & CRAZ feedback into the draft urban planning recommendation(s) and provide it to Katie for distribution to the project team for their April 24 <sup>th</sup> meeting.  | Lauren Maris<br>Municipal Caucus | April 17 <sup>th</sup> , 2017 |
| 14.11: Revise the draft residential wood burning recommendation based on project team feedback by April 17 <sup>th</sup> .  | Andrew Read                      | April 17 <sup>th</sup> , 2017 |
| 14.12: Draft a recommendation for home heating, if appropriate, following discussions with Energy Efficiency Alberta. Andrew to draft an additional recommendation to Energy Efficiency Alberta that, with every proposed energy efficiency action, they assess its impact on air quality and that they give greater weight to actions with a substantial air quality co-benefit. | Andrew Read<br>Lauren Maris      | April 30 <sup>th</sup> , 2017 |
| 14.13: Project team members to consider which off-road equipment sources to identify for potential recommendations and their associated implementer(s), which may be organizations other than government.   | Project Team                     | April 24 <sup>th</sup> , 2017 |
| 14.14: Schedule a half-day meeting on April 28 <sup>th</sup> for discussion of draft recommendations for on-road light-duty vehicles, on-road heavy-duty vehicles (commercial vehicle inspections), and off-road equipment.   | Katie Duffett                    | ASAP                          |
| 14.15: Poll for a meeting date in May for a second recommendation-focused half-day meeting in case this is needed.  | Katie Duffett                    | ASAP                          |
| 14.16: Schedule a meeting for project team members and Denis Ducharme (Motor Dealers' Association of Alberta) to discuss the ideas for potential management actions.  | Katie Duffett                    | ASAP                          |
| 14.17: Contact Energy Efficiency Alberta to schedule a meeting for feedback on the ideas for potential management action.   | Andrew Read                      | ASAP                          |
| 14.18: Arrange time on the agendas for the Capital Region Oversight Advisory Committee and Red Deer Advisory Committee June meetings for NPS Team conversation with their members about our ideas for possible NPS actions.   | Bill Calder                      | ASAP                          |
| 14.19: Coordinate meetings with the federal government stakeholders for feedback on the ideas for potential management action.  | Martin Van Olst                  | ASAP                          |
| 14.20: Coordinate review of the ideas for potential management action with provincial government  | Rhonda Lee Curran                | ASAP                          |



|  |                              |                               |
|--|------------------------------|-------------------------------|
| departments (e.g. Alberta Health, Municipal Affairs, NRCB).  |                              |                               |
| 14.21: Arrange a conversation with their energy stakeholders about the ideas for potential management action.  | Rob Hoffman<br>Alison Miller | ASAP                          |
| 14.22: Arrange conversation meeting(s) with trucking associations on relevant ideas for potential management action.   | Rob Hoffman                  | ASAP                          |
| 14.23: Follow up with Keith on the status of discussions with the Miistakis Institute regarding the municipal toolkit.   | Katie Duffett                | April 24 <sup>th</sup> , 2017 |
| 14.24: Project Team members to inform Katie of any scheduled stakeholder meetings so the information can be sent to the remainder of the team for possible attendance. A record of feedback will be taken at each conversation to share with the team. | Project Team                 | June 28 <sup>th</sup> , 2017  |
| 14.25: Project Team members to submit any comments/revisions to the “Ideas for Potential Management Action” document to Katie by April 7 <sup>th</sup> .   | Project Team                 | April 7 <sup>th</sup> , 2017  |
| 14.26: Incorporate feedback on the “Ideas for Potential Management Action” document provided during the meeting and redistribute so the document can be used for any stakeholder meetings scheduled prior to April 7 <sup>th</sup> .                   | Katie Duffett                | April 17 <sup>th</sup> , 2017 |

## Agenda

1. Administrative Items
  - a. Greetings
  - b. Approve the draft agenda and meeting objectives
  - c. Review and approve meeting #12 & #13 minutes & update the action log
  - d. Key announcements from Project Team members
  - e. Review NPS project Terms of Reference
  - f. Message map exercise
2. NPS Final Report
  - a. Knowledge gaps & uncertainties from TTG report to recommend addressing as a priority
  - b. Inclusion of rationale for NPS in TTG list not being pursued (identify leads)
  - c. Contract for technical editor
3. Draft Recommendations
  - a. Gasoline Distribution
    - i. Revisions based on project team feedback
    - ii. Next steps
  - b. Urban Planning
    - i. Review of draft prepared by Municipal Caucus
    - ii. Next steps
  - c. Updates for selected NPS discussions
    - i. Need for additional meeting on selected recommendations
    - ii. On-road light duty vehicles (any substantive changes)



- iii. On-road heavy duty vehicles (any substantive changes)
    - iv. Residential wood burning (any substantive changes)
    - v. Construction and road dust (any input required from others)
    - vi. Possible additional recommendation area: home heating
  - d. Off-Road Equipment
    - i. Update from the Construction Subgroup formed at the last meeting
    - ii. Discussion of ideas raised at previous meetings, and new ideas
  - e. Next Steps
    - i. Special purpose recommendation meeting
    - ii. Potential recommendation areas requiring further discussion
4. Stakeholder Conversations
  - a. Interest/Support from the MDA for zero/low emitting vehicle recommendations
  - b. Updated stakeholder matrix
  - c. Scheduling of additional stakeholder conversations
  - d. Ideas summary document
5. Communications Subgroup
  - a. Workshop response/planning
  - b. Next steps for message map
6. Next Steps
  - a. Next meeting dates
  - b. Other business?
7. Adjournment

## 1. Administrative Items

Bill called the meeting to order and there was a round table of introductions.

The agenda was reviewed and approved with the report on the Motor Dealers' Association of Alberta moved to the on-road light duty vehicle recommendation discussion from the stakeholder conversations item.

Minutes from meetings #12 and #13 were reviewed and approved.

The action log was updated, with discussion on specific items as follows:

- Action Item 9.5 – This item was complete, but the information had not yet been released to the Communications Subgroup and additional follow-up is needed.

**Action Item 14.1:** Katie to follow-up with Martin on what (if any) additional information is required for release of the health effects data for use by the Communications Subgroup by April 17<sup>th</sup>.

- Action Item 12.6 – Andrew contacted Dave Dodge but hadn't settled on a meeting date yet. It was suggested that a special purpose meeting with him and others from his agency, as opposed to seeing if he can attend one of our regular meetings, was an acceptable and perhaps preferable option.
- Action Item 12.12 – Changing registration costs would be a long process involving regulation change and therefore would not be low-hanging fruit for a recommendation from this project. Alberta Transportation is exploring policy options for encouraging participation in SmartWay.



- Action Item 12.15 – This item was complete, but the information had only been distributed to the recommendation leads.

**Action Item 14.2:** Katie to forward to the project team information on indicators/measures of traffic congestion received from municipalities.

- Action Item 12.16 – There is a long-term transportation strategy in draft form, with six draft goals (available at <https://www.transportation.alberta.ca/ABTransStrategyhome.htm>) that are reflected in Alberta Transportation’s business plan. Alberta Transportation continues to work through the New West Partnership and Pacific Gateway Alliance on infrastructure priorities, trucking regulation harmonization, to get products to west coast ports and work with Foreign Trade Zones (Calgary Inland Port and Port Alberta) and other multi-modal and logistics stakeholders on this topic.

Project team announcements:

- Andrew presented the NPS Project Team work at both the March 15<sup>th</sup> CASA board meeting and the March 27<sup>th</sup> Alberta Capital Airshed meeting. The CASA Board had a variety of comments/questions, many focused on the stakeholders with whom we will be having conversations.

The NPS project terms of reference were reviewed. In particular, the need for any members not supporting a proposed approach to suggest alternative solutions was highlighted. It was also noted that there is an expectation for work on non-point sources to continue after the current project is finished; the work of the project team is meant to help address non-point sources particularly in areas in non-achievement or near non-achievement of CAAQS but additional actions on non-point sources may be needed and considered in the future.

Project team members were asked to provide key messages for the Communications Subgroup message map throughout the day. The message map categories were definitions, sources, impacts, and actions.

## 2. NPS Final Report

The gaps and uncertainties document was reviewed. There was general agreement with the way the information was presented, but there was a request to expand on the information with more detail where possible. Some minor edits are required, such as addressing the information to Alberta Environment and Parks as a whole and strengthening the language used to ask that addressing the identified gaps and uncertainties be made a priority. The recommendation need not be directed to the Alberta Airshed Organizations because they don’t make policy or regulation.

**Action Item 14.3:** NPS Project Team members to submit any comments/revisions to the gaps & uncertainties document to Katie by April 17<sup>th</sup>.

The final NPS report will include the rationale for why some of the non-point sources and specific associated pollutants identified in the TTG report were not pursued for recommendation development, including information on what management actions are already in place or specifically planned for the NPS list and associated pollutants identified by the Technical Task Group. The sources were reviewed and



project team members were assigned to each where either more information is needed on this or the information is needed in a suitable format to provide to the editor of the final report.

**Action Item 14.4:** Rhonda Lee to draft information on existing emissions management actions for commercial/residential heating non-point sources (with any updates to be included from the upcoming stakeholder conversation with Energy Efficiency Alberta).

**Action Item 14.5:** Atta & Steve to draft information on existing emissions management actions for agriculture non-point sources by April 30<sup>th</sup>.

**Action Item 14.6:** Rob & Alison to draft information on existing emissions management actions for oil sands specific non-point sources and industrial non-point sources by April 30<sup>th</sup>.

**Action Item 14.7:** Alison to draft information on existing management actions for construction & road dust (for industrial sites) by April 30<sup>th</sup>.

Hiring a technical editor for the NPS final report is in progress. A scope of work was developed and finalized by the co-chairs and then sent to the consultants who were considered for the TTG final report. Responses have been received and the co-chairs are in the process of reviewing the proposals. A contract will be in place by the next NPS Project Team meeting.

## 3. Draft Recommendations

### 3.A Gasoline Distribution

The draft gasoline distribution recommendation was reviewed. The controls being addressed by the recommendation are stage 1 controls, which are at distribution terminals sites. Some jurisdictions in Canada have regulations for stage 1 controls, but the majority of the country does not. These controls represent a significant capital cost for both the terminal and the trucks visiting the terminal. The draft recommends that stage 1 emissions control regulation be considered in the context of the capital costs required and the other emission reduction initiatives currently underway or planned in this sector.

The project team requested some additions to the recommendation, including:

- Detail on the impact of regulations to service stations (it was clarified in the meeting that most Alberta service stations are already fitted for this VOC capture).
- Which terminals are impacted and their locations (it was clarified that there are five terminals in Alberta relevant for this – three in the Capital Region and two in Calgary).
- Information on emissions reductions achieved by jurisdictions where regulations are present and the potential emissions reductions in Alberta.
- The potential for terminals to recoup the cost of capital investments to capture these VOCs and the time frame in which they might be able to recoup that investment with current prices. This might also note that a concern remains for terminals of having to fund the cost of the investment up front.

- The recommendation should be directed to Alberta Environment & Parks (the OAC would be one of the stakeholders for input but not be the decision maker).
- A request that the regulation of stage 1 controls be considered in the context of other potential requirements on the sector to ensure the ultimate requirements are coordinated.
- Information on the contribution of terminals to total VOC emissions should be included as well.

**Action Item 14.8:** Rob to incorporate feedback from the project team into the draft gasoline distribution recommendation and provide a revised recommendation by April 17<sup>th</sup>.

## 3.B Urban Planning

Following a previous NPS project team meeting, the Municipal Caucus was tasked with drafting an urban planning recommendation. The draft recommendation is based around the idea that how cities are built affects personal choices. For example, reducing transportation distances reduces the need/desire for single occupancy vehicles, which in turn reduces fossil fuel consumption, costs for residents, and improved health through the availability of active modes of transportation. The issue is complicated, and further investigation is needed. Urban planning is under direct control of municipalities, but there is significant pressure from residents and developers to maintain the status quo of single-family homes and suburban expansion.

Feedback from the project team included:

- There's an example from the United States where a city was leveled by a tornado and then rebuilt using green technology. It can be included as an example in the recommendation for what can be achieved through urban planning.
- The recommendation should be written from a positive perspective (e.g. emphasize the environmental benefits of a greener urban form).
- One potential first step might be a multi-stakeholder conference on the benefits of urban form and education about the issue.
- Smaller communities (e.g. those neighbouring large urban centres) should be included in the recommendation; if all municipalities are working towards better urban form it would prevent people from moving out of cities due to green practices and thereby inadvertently increasing commuting distances.
- The current recommendation includes wording for the Government of Alberta to direct municipalities on urban planning. There will be resistance to the word "directed;" municipalities have jurisdiction and will want to find their own solutions.
- This recommendation may be better directed to municipalities rather than the provincial government, or it could be directed to the province as well but with the request they play a supportive role and provide coordination if needed.

**Action Item 14.9:** Jill & Tanya to provide the draft urban planning recommendation to the CRAZ Policy & Research Committee for their meeting on April 7<sup>th</sup> and report back to the NPS Project Team during the April 24<sup>th</sup> meeting.





**Action Item 14.10:** Lauren & the Municipal Caucus to incorporate the NPS Project Team & CRAZ feedback into the draft urban planning recommendation(s) and provide it to Katie for distribution to the project team for their April 24<sup>th</sup> meeting.

## 3.C Updates for Selected NPS Discussions

Prior to the meeting a Doodle Poll was distributed to gauge availability for a second NPS Project Team meeting in April for the purpose of discussing recommendations which were not given enough time to sufficiently discuss during regular project team meetings. The meeting date was set for the afternoon of April 28<sup>th</sup> and the recommendations to be included for discussion would be revisited after the recommendation updates provided.

Changes made to the on-road light duty recommendations following the feedback received at the last meeting were reviewed. Additional suggested changes included:

- Addition of a reference relating to the electrical grid infrastructure and that it is able to support electric vehicles.
- A change in wording relating to tampering with emissions control systems to explicitly indicate that future model years will be included in the recommendation and not older models.

The project team did not have agreement on the recommendation relating to requirements for dealerships to offer a proportion of lower or zero emitting vehicles for sale. It was suggested more collaborative approaches with dealerships might be considered. Other possibilities for addressing the common interest of having more lower and zero emitting vehicles on the road will be included for discussion during the April 28<sup>th</sup> meeting. The emissions control tampering recommendation also requires further discussion to refine the wording used with relation to the model years targeted.

Changes made to the on-road heavy-duty vehicle draft recommendations were reviewed. Additional requested changes included:

- A table showing the capital cost and operating costs of electric buses vs. diesel buses and another on the emissions benefits should be included.
- Changing weight thresholds won't have a direct impact on air quality; the recommendation should be reworded to identify that change in inspection criteria is required and that benefits in changes to weight threshold are contingent on the inspection criteria change.

Further discussion is needed on the on-road heavy-duty vehicle commercial vehicle inspection recommendation. It will be included in the April 28<sup>th</sup> meeting.

The residential wood burning recommendations were reviewed. The second recommendation needs further refinement in terms of the limitations of air quality advisories (e.g. enforcement, responsibility for announcements). There is a large education and awareness component involved that may require partnerships and collaboration between different organizations.

**Action Item 14.11:** Andrew to revise the draft residential wood burning recommendation based on project team feedback by April 17<sup>th</sup>.



Home heating was raised as a possible area for recommendation development. It would specifically target natural gas and would require engagement with Energy Efficiency Alberta. A recommendation could be that Energy Efficiency Alberta provide incentives for high efficiency furnaces. Currently, there are no public plans to provide incentives for home furnaces and home heating is a relatively large NPS in major centers. There is also opportunity to support Energy Efficiency Alberta's initiatives through the other recommendations, such as including support for community use of renewable energy in the urban planning draft recommendation.

**Action Item 14.12:** Andrew and Lauren to draft a recommendation for home heating, if appropriate, following discussions with Energy Efficiency Alberta. Andrew to draft an additional recommendation to Energy Efficiency Alberta that, with every proposed energy efficiency action, they assess its impact on air quality and that they give greater weight to actions with a substantial air quality co-benefit.

### 3.D Off-Road Equipment

The Construction Subgroup had met following the last meeting. A first step was identified for Alberta Transportation to look into the existing Memorandum of Understanding with the Alberta Roadbuilders and Heavy Construction Association. The agreement expires in 2017 so it may be a possibility to reinvigorate the conversation and renew it.

The remainder of ideas for possible off-road equipment recommendations had been provided previously but were not given enough meeting time to develop draft recommendations beyond the ideas stage. These will be included for discussion in the April 28<sup>th</sup> meeting, but in the meantime project team members were asked to consider off-road equipment sources for recommendation development and potential implementers.

**Action Item 14.13:** Project team members to consider which off-road equipment sources to identify for potential recommendations and their associated implementer(s), which may be organizations other than government.

### 3.E Next Steps

The recommendations identified for the April 28<sup>th</sup> meeting were recapped, and there was a discussion as to whether or not agriculture should be included for further discussion. Given the complexity and costs associated with VOCs from agricultural activity, a second agriculture recommendation requiring financial commitment won't be developed, but the project team could potentially support greater uptake of the existing Beneficial Management Practices. Furthermore, the existing draft recommendation for funding may be more suitable as supportive content for the report rather than as a recommendation.

**Action Item 14.14:** Katie to schedule a half-day meeting on April 28<sup>th</sup> for discussion of draft recommendations for on-road light-duty vehicles, on-road heavy-duty vehicles (commercial vehicle inspections), and off-road equipment.



**Action Item 14.15:** Katie to poll for a meeting date in May for a second recommendation-focused half-day meeting in case this is needed.

## 4. Stakeholder Conversations

The stakeholder matrix was reviewed and next steps were identified for many of the key stakeholders.

**Action Item 14.16:** Katie to schedule a meeting for project team members and Denis Ducharme (Motor Dealers' Association of Alberta) to discuss the ideas for potential management actions.

**Action Item 14.17:** Andrew to contact Energy Efficiency Alberta to schedule a meeting for feedback on the ideas for potential management action.

**Action Item 14.18:** Bill to arrange time on the agendas for the Capital Region Oversight Advisory Committee and Red Deer Advisory Committee June meetings for NPS Team conversation with their members about our ideas for possible NPS actions.

**Action Item 14.19:** Martin to coordinate meetings with the federal government stakeholders for feedback on the ideas for potential management action.

**Action Item 14.20:** Rhonda Lee to coordinate review of the ideas for potential management action with provincial government departments (e.g. Alberta Health, Municipal Affairs, NRCB).

**Action Item 14.21:** Rob and Alison to arrange a conversation with their energy stakeholders about the ideas for potential management action.

**Action Item 14.22:** Rob to arrange conversation meeting(s) with trucking associations on relevant ideas for potential management action..

**Action Item 14.23:** Katie to follow up with Keith on the status of discussions with the Miistakis Institute regarding the municipal toolkit.

**Action Item 14.24:** Project Team members to inform Katie of any scheduled stakeholder meetings so the information can be sent to the remainder of the team for possible attendance. A record of feedback will be taken at each conversation to share with the team.

The "Ideas for Management Action" document was reviewed. Project team members were asked to submit feedback with the consideration that given the document is framed as an ideas document for discussion purposes the document does not need to be perfect before being shared with key stakeholders.

**Action Item 14.25:** Project Team members to submit any comments/revisions to the "Ideas for Potential Management Action" document to Katie by April 7<sup>th</sup>.

**Action Item 14.26:** Katie to incorporate feedback on the "Ideas for Potential Management Action" document provided during the meeting and redistribute so the document can be used for any stakeholder meetings scheduled prior to April 7<sup>th</sup>.



## 5. Communications Subgroup

The message map will be revised based on the sticky note exercise for suggested content and then be redistributed to the project team for review at the next meeting.

The Communications Subgroup will provide an update on the Communications Workshop at the next meeting.

## 6. Next Steps

Upcoming NPS Project Team meetings are scheduled for April 24<sup>th</sup> (full day) and April 28<sup>th</sup> (half day, afternoon) in Edmonton. The May meeting is scheduled for the 29<sup>th</sup> and an additional half day meeting will be scheduled for the second half of May.

## 7. Adjournment

The meeting was adjourned at 14:45.