

Draft Minutes



Airshed Zones Board Committee Meeting #1 Teleconference April 21, 2009

In attendance:

Name	Stakeholder group
Bill Clapperton	CNRL
Bob Cameron	South Peace Environmental Association
Jillian Flett	AENV
Kerra Chomlak	CASA
Linda Jabs	CASA

Action Items:

Action items	Who	Due Date
1.1: Linda will talk with Mike Bisaga to determine if there can be a short update at the AAC meeting in June, with a more comprehensive discussion to take place at the September meeting.	Linda Jabs	May 15/09
1.2: A status update will be provided to the Committee for review and then sent to the AAC so that they will be able to prepare for the upcoming discussions.	Linda Jabs	May 15/09
1.3: Bill Clapperton will present the Draft Terms of Reference for approval by the CASA Board at the June 24, 2009 meeting.	Bill Clapperton	June 24/09

1 Administration

- a. Kerra Chomlak convened the meeting at 1:40 p.m. and assumed the role of chair for this meeting. Introductions were made and Kerra reviewed the meeting objectives.
- b. Agenda items were approved.

2 Key Task Areas and Work Plan

- a. Committee members reviewed the Board direction from the September 23, 2008 Board meeting. **The Committee agreed that there needs to be clarity around what expectations will be placed on airsheds and how policies such as the Land Use Framework (LUF), Clean Air Strategy (CAS) and the Ambient Monitoring Strategic Plan (AMSP) will affect them.** There will need to be a period of adapting as these plans emerge. Further discussion and clarity is required around airshed roles and how involved they will be in policy and management functions. The role of Airsheds is evolving.

There also needs to be clarity around the relationship between the airshed zones and CASA and how it will impact both. An example of a relationship process that would be reviewed is: the Airsheds take CASA policy and put it into practice in the region. There is some uncertainty as to what air policy is going to look like in the future and what the role of airsheds and CASA will be in relation to the emerging and future air policy in the Province.

- b. **The Committee agreed that in order to narrow the scope of work to a manageable size, the focus should be on the relationship and issues between CASA and the airshed zones.** The key tasks for this terms of reference are as follows:
- (i) Provide more definition and clarity around the relationships and roles of CASA and the airshed zones..
 - (ii) Determine what the issues and interests are for each of CASA and the airshed zones.
 - (iii) Make recommendations in order to enhance the relationship between CASA and the airshed zones.

3 Draft Terms of Reference

- a. The Committee agreed that it is beyond its scope to address all airshed issues and it would not be revisiting the “*CASA Airshed Zones Guidelines*” (Guidelines) in terms of how and why airsheds are established.
- b. The goal of the Terms of Reference for this Committee should be to define the roles and achieve clarity with respect to the relationship between the CASA Board and the Airshed Zones
- c. While the Committee is not going to revisit the Guidelines, they agreed that the following are objectives:
 - (i) Review the Guidelines, in particular the benefits of being involved with CASA and receiving Board endorsement, with the Airshed Zones to determine if their needs are being met. If gaps are identified or if the needs of the Airshed Zones are not being met, then the Committee will make recommendations for future changes to the Guidelines.
 - (ii) Identify the policies and strategies that will impact airshed zones
 - (iii) Understand what membership on the CASA Board will mean for Airsheds and how it will meet their expectations.
- d. The following were identified as key task areas by the committee:
 - (i) Meet with the Alberta Airsheds Council (AAC) to understand and document their interests and expectations. This would include a review of the compelling reasons for board membership document that is currently being prepared by the AAC. Kerra and Linda will explore the possibility of getting some time on the AAC June agenda to give an update on what the committee is proposing, with a view to spending more time on this at the following AAC meeting.
 - (ii) Meet with the CASA Business Planning team to gain an understanding of what they see for the future of CASA and Airsheds.
 - (iii) Develop proposed recommendations.
 - (iv) Forward to the Airsheds Zones for review and comment.

- (v) The Final Report and Recommendations to the CASA Board would include:
 - Clarification of the roles around implementation and monitoring the implementation of recommendations.
 - Recommendations on a process to deal with future issues that may arise between CASA and Airsheds.
 - Define a process to address future initiatives that could have implications for airshed issues. (This would be dependant on whether or not Board membership is recommended.)
- e. Timeline: The Committee agreed that the Proposed Terms of Reference could be presented to the CASA Board in June and, if accepted, meet with the AAC at their next meeting to scope out the issues. The Committee would meet again in October to develop their recommendations and aim to present a final report to the CASA Board in December 2009.
- f. The Committee determined that there would be no external budget necessary at this time and that CASA would pay for any meeting costs.
- g. Membership: Once the CASA Board has accepted the Terms of Reference, membership could be expanded to include airshed representation as well as municipalities. The Terms of Reference will clearly indicate that it is a CASA Board Committee making recommendations for Board approval.

3 Next Steps

Action 1.1: Linda will talk with Mike Bisaga to determine if there can be a short update at the AAC meeting in June, with a more comprehensive discussion to take place at the September meeting

Action 1.2: A status update will be provided to the Committee for review and then sent to the AAC so that they will be able to prepare for the upcoming discussions.

The Committee agreed that most of the work to complete the Terms of Reference could be completed via e-mail, but set a tentative teleconference for May 25, 2009 from 10:30 to 12:00 noon which will be cancelled if it is not needed. It was further agreed that if the meeting is held, Kerra would chair.

Action 1.3: Bill Clapperton will present the Draft Terms of Reference for approval by the CASA Board at the June 24, 2009 meeting.

The meeting adjourned at 3:30 p.m.