

Final Minutes



Ambient Monitoring Strategic Planning Team Meeting #24

Date: Monday, May 7, 2007
Time: 9:30 – 3:30
Place: EUB Offices, Calgary, Alberta

10035 108 ST NW FLR 10
EDMONTON AB T5J 3E1
CANADA

Ph (780) 427-9793
Fax (780) 422-3127
Email casa@casahome.org
Web www.casahome.org

In attendance:

Name	Organization
Matthew Dance	CASA
Brian Free	CASA
Bettina Mueller	Alberta Environment
Bob Myrick	Alberta Environment
Ken Omotani	TransAlta Utilities
Ian Peace	RAPID
Kim Sanderson	CASA
Chris Severson-Baker	Pembina Institute
David Spink	Prairie Acid Rain Coalition
Merry Turtiak	Alberta Health and Wellness
James Vaughan	Alberta Energy and Utilities Board
Brian Wiens	Environment Canada

Regrets:

Name	Organization
Rob Bioletti	Alberta Environment
Findlay MacDermid	RAPID
David McCoy	Husky Oil / Canadian Association of Petroleum Producers
Keith Murray	Alberta Forest Products Association
Mike Pawlicki	Lafarge Canada Inc.
Roxanne Pettipas	ConocoPhillips Canada / Canadian Assoc. of Petroleum Producers
Mike Queenan	RAPID
B.J. Vickery	Lafarge Canada Inc / Alberta Chamber of Resources
Kevin Warren	Parkland Airshed Management Zone

Action Items:

Task	Who	When
9.2: Load team information to the CASA website and provide the working group with access information.	Brian Free	When the CASA website renovations are completed.
18.8: Compile a short document that cross-references workshop questions to sections of the report where these questions are addressed, or to other documents as appropriate.	Brian Free	June 30
21.1: Consult with AENV regarding any regulatory policy requirements that should be included in the strategic plan, and report back to the team on his discussions.	Bob Myrick and Bettina Mueller	June 12
21.5: Bettina Mueller will contact the US EPA to learn more	Bettina Mueller	May 30

Final Minutes

Task	Who	When
about the work they are doing on air monitoring network design.		
22.3: Bob Myrick will send Brian Free the associated text for the latest Figure 3.	Bob Myrick	May 11
23.2: A document will be created to house the suggestions from the Operations Steering Committee.	Brian Free	July
24.1: Circulate AENV's document on siting criteria to the team.	Brian Free	ASAP
24.2: Team members will provide comments on the drafts of the Strategic Plan and Framework (especially regarding funding) to Brian Free.	Team members	May 14
24.3: Brian Wiens, James Vaughan , Merry Turtiak, and Bob Myrick will check with their organizations about potential funding for Neil Cape's work and for the stakeholder workshop and report back to Brian Free.	Brian, James, Merry, and Bob	May 22
24.4: Brian Free will prepare two short letters, one describing the proposed tasks and expected outcomes for Neil Cape's work for the team, and one describing the workshop needs, and forward to those who are looking for funds.	Brian Free	May 11
24.5: Brian Wiens will forward the url for the EPA site researched in action 21.5 to Brian Free for distribution to the team.	Brian Wiens	May 9
24.6: David Spink will advise Neil Cape that we will get back to him in a couple of weeks, pending fundraising.	David Spink	May 11
24.7: Brian Free will ask Kevin Warren to provide a breakdown for all sources of funding for all airsheds.	Brian Free	May 30
24.8: Kim will extract text from the earlier draft report to the appropriate places in the draft Implementation Plan, according to the draft contents.	Kim Sanderson	May 22
24.9: Bob will provide text to complete the section on Data Information Systems to Kim.	Bob Myrick	May 14
24.10: Brian Free will poll the team to confirm meeting date of June 12 in Calgary.	Brian Free	May 9

Bob Myrick convened the meeting at 9:50 am, and thanked James and the EUB for hosting. Brian Wiens announced that Jim Vollmershausen will take up the position of Regional Director General for Ontario, starting June 1. Tim Goos will be acting RDG for the Prairie and Northern Region until a replacement for Jim is named.

1 Administration

a) Introductions. Those present introduced themselves. Matthew Dance advised the team that two new Statements of Opportunity for CASA have required reassignment of some project manager responsibilities. Matthew will be managing the Clean Air Strategy project and Brian Free will be taking over as project manager for the AMSP project team. Members welcomed Brian and thanked Matthew for his diligence and hard work to get the team to this point.

b) Approve agenda and meeting purpose. Bob reviewed the agenda and meeting purpose, which were approved.

Final Minutes

c) Approve minutes of April 10 meeting.

The following changes were noted to these minutes, which were then approved:

- Action 9.2 should refer to the CASA website. This is also general information of use to the team and includes things like the jurisdictional review.
- Page 5, bullet 2 under AMSP Team Discussion: delete “industry” and replace with “source allocation.”

d) Review Action Items from the April 10 meeting.

Task	Status
9.2: Matthew to load the information to the CASA website and provide the working group with access information.	The secretariat is working to address ongoing challenges with the new website, and this item will be done as soon as these issues have been resolved. Carry forward.
18.8: Matthew to compile a short document that cross-references workshop questions to sections of the report where these questions are addressed, or to other documents as appropriate.	Brian will compile the document when the team is closer to completing its work but before the stakeholder consultations. Carry forward.
21.1: Bob Myrick will consult with AENV regarding any regulatory policy requirements that should be included in the strategic plan, and report back to the team on his discussions.	Bob advised that AENV has developed a number of documents regarding policies related to air monitoring that should be incorporated into the strategic plan. Bob and Bettina will discuss what to bring forward.
21.5: Brian Wiens and Bettina Mueller will contact the US EPA to learn more about the work they are doing on air monitoring network design.	Partially completed. Brian and Bettina have reviewed online EPA documentation and Bettina will now call the EPA to get more information. Discussed in more detail under agenda item 3.
22.3: Bob Myrick will send Brian Free the associated text for the Data Flow diagram.	Carry forward.
23.1 Brian Free will follow up with Merry Turtiak to get her comments on the draft report.	Done.
23.2: Brian Free to create a document to house the suggestions from the Operations Steering Committee.	OSC is waiting to see the AMSP team’s approach before making firm suggestions. The AMSP team needs to consider how to include the OSC. Carry forward.
23.3: Kim Sanderson will pull out the context from the current draft to fit the proposed outline	Done.
23.4: The ad hoc committee will make a first cut at the “companion document”.	Done.
23.5: Matthew, Brian and Kim to compile proposed funding principles for the Team’s consideration.	Done. On today’s agenda.
23.6: Matthew will poll the team for meeting dates in early May and early June.	Done.

2 Framework and Strategic Plan

David Spink reviewed the context for the draft framework and strategic plan. The framework is intended to serve as a relatively timeless document that will guide development of the 2007 and future strategic plans. It contains the fundamental principles behind ambient air quality monitoring, which should still apply when the strategic plan is next updated in ten years or so. Its guiding principles could also be used by others involved in ambient air quality monitoring. The

Final Minutes

draft strategic plan proposes a number of enhancements and recommendations that would apply over the medium term. The third component is an implementation plan, which could be embedded in the strategic plan or prepared as a separate companion document. The implementation plan will provide the details and the “dots on the map.” It is envisioned that the strategic plan and implementation plan would be developed for a 5-10 year time-frame by a multi-stakeholder committee.

The team discussed the documents, noting the following points:

- Part of the responsibility for implementation will rest with the airsheds; they won't be compelled to follow exactly any implementation plan developed by this team, but will have some flexibility to adapt and optimize the monitoring for their zone.
- The language in the framework is forceful; e.g., saying that “the plan will” do certain things. The language also needs to be clear and consistent.
- Funding is a major concern for stakeholders and the team needs to be very clear as to how funding will be determined and who has the final say. However, specific funders don't need to be named in the framework.
- Suggest that we be clear that all emitters should pay, relative to their contribution of emissions. Need also to consider transboundary emissions.
- An explanation of the term, “risk-based management” is needed.

The team agreed that:

1. Its intention is to have clear, forceful language in the framework.
2. The strategic plan and the implementation plan can be rolled into one document, but for now they will be assembled separately and a decision on the final format will be made later.

Members reviewed the framework document and provided specific suggestions on wording. These changes were noted directly in the document and will be tracked in the next draft.

Action 24.2: Team members will provide comments on the draft AMSP and the draft Framework (especially regarding funding) to Brian Free by May 11.

3 Stakeholder Consultation

Stakeholders at the first workshop in June 2006 indicated they wanted to be involved in another round of consultation on the AMSP documents. If a second workshop is held, funds would be needed for a notetaker and for NGO stakeholders (travel, accommodation and honorarium). If an in-kind contribution for a venue and food cannot be secured, approximately \$10,000 in total would be needed. With the in-kind donation, the budget amount would be about \$5,000. The first workshop included several presentations as well breakout sessions. Materials were distributed well ahead of time to participants.

Members discussed the need for stakeholder consultation on the next round of draft documents, particularly the implementation plan. The team agreed:

- To consult on all three components. While information on the framework would be presented, there is not likely to be a lot of discussion.
- To consult with the same groups that were invited to the first workshop.

Final Minutes

- To plan and budget for a workshop, and make a final decision based on input when team members take the draft documents to their stakeholder groups over the summer.

4 Exploring the Top-Down Approach

David Spink reviewed the team's earlier discussion regarding the desire to obtain expert advice on what a provincial air monitoring network would look like. Dr. Neil Cape is responsible for the European Acid Deposition Monitoring Network and is an expert in ambient air quality monitoring. Bettina, Bob and David have contacted Dr. Cape about providing advice to the team, and he has indicated that he and a colleague could do the work required in about 15 days of time. They would do a best practices review, review the Alberta network, identify gaps, make suggestions on how to fill them, and provide high level network design recommendations. The cost would be about \$25,000 plus GST.

The team agreed that the work by Neil Cape is essential to verify its work and add credibility, and that a maximum of \$25,000 should be allocated for Dr. Cape's services. A contract with him will be needed very soon to ensure the work can be completed by the end of August.

Matthew distributed copies of the team's budget and reviewed its status. Future costs are expected to include the following:

- \$25,000 for Dr. Cape's work.
- \$10,000 for a stakeholder workshop.
- \$6,000 for report writing and production
- \$2,000 for the wrap-up event.

The report and wrap-up event are covered by existing funds and some money left over from the 2006 workshop can be applied to the upcoming workshop. However, an additional \$5000. will still be needed for this event. Dr. Cape's work is not covered by available funds. The team agreed that \$30,000. should be raised to proceed with these two initiatives.

Action 24.3: Brian W., James V., Merry T., and Bob M. will check with their organizations about potential funding for Neil Cape's work and for the stakeholder workshop and report back to Brian Free by May 21.

Action 24.4: Brian Free will prepare two short letters, one describing the proposed tasks and expected outcomes for Neil Cape's work for the team, and one describing the workshop needs, and forward to those who are looking for funds by May 11.

Bettina provided further information on research into the EPA's approach for network planning and establishing sampling for air, land and water. The EPA has published a document entitled "Guidance on Choosing a Sampling Design for Environmental Data Collection." Bettina will follow up with a call to the EPA about the practicality of the approach they propose, the stumbling blocks to implementing the approach and the impacts.

Action 24.5: Brian Wiens will forward the url for the EPA site to Brian for distribution to the team.

Final Minutes

Action 24.6: Bob Myrick will advise Neil Cape that we will get back to him in a couple of weeks, pending fundraising.

5 Strategic and Implementation Plans

The material that has been dropped from the current strategic plan is intended to go into the implementation plan. Each team member had an opportunity to provide general or specific comments on the strategic plan and these were noted directly in the document.

Action 24.7: Kevin Warren will be asked to provide a breakdown for all sources of funding for all airsheds to Brian Free by May 30.

The team discussed how it wanted to prepare and position its recommendations to the CASA board, as well as recommendations regarding implementation. Members agreed that recommendations should focus on things that should be done differently from the current practice. The intent will be to ask the CASA board to accept the entire package along with specific recommendations for different approaches. The framework, the strategic plan and the implementation plan must be consistent and functionally integrated, although the board may not be asked to approve the implementation plan. It would be presented to the board as an example, not necessarily the definitive plan. Some agencies (e.g., AENV) have very specific information needs that cannot be compromised.

The team brainstormed a table of contents for the implementation plan, agreeing that recommendations will be developed for most sections.

Implementation Plan Table of Contents

1. Introductory section
2. The three networks: provincial (backbone), compliance and regional issues
3. Monitoring objectives for each of the networks
4. Data quality objectives for each of the networks
5. Decision tool(s)/process: How to get from the objectives to what we do in the 3-5 year cycle; i.e., the points on the map. This section will assume we use the #3 hybrid process for system management and a tool is needed to support that approach (Bioletti, EPA, Cape recommendations).
6. Reporting and trends
7. Costs/funding
8. Map of the monitoring network
9. Next steps: Issue identification and follow up. Action to be taken [e.g., what do you do when you find something like a hotspot. Implementation plan could have recommendations to do a, b or c....] This section would be done at the end.

Members agreed they can start to think about where to put dots on the map but that Neil Cape's work will also affect this process for the provincial network and both processes need to line up.

Action 24.8: Kim will extract text from the earlier draft report to the appropriate places in the draft Implementation Plan, according to the draft contents.

Final Minutes

Action 24.9: Bob will provide text to complete the section on Data Information Systems to Kim by May 14.

6. Next Meetings

The next meeting will be held May 30 in Edmonton. This meeting agenda will include:

- Discussion of the draft implementation plan (to the team by May 22)
- Funding for Neil Cape and the possible stakeholder workshop
- Possible contract for Neil Cape to ensure a report by the end of August

The team agreed to aim for the following timelines:

- Draft report to stakeholders by late June/early July
- Stakeholder consultation over the summer with team members talking to their sectors
- Workshop in September
- Report to CASA board, to be completed by Dec. 6, 2007

The following meeting will be June 12 in Calgary, hosted by TransAlta, pending confirmation by team members not present.

Action 24.10: Brian Free will poll the team to confirm meeting date of June 12 in Calgary.

This meeting adjourned at 3:15 pm.