

# Final Minutes



## Ambient Monitoring Strategic Planning Team Meeting #25

**Date:** Wednesday May 30, 2007  
**Time:** 9:30 – 3:30  
**Place:** CASA Offices, Edmonton, Alberta

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### In attendance:

Name	Organization
Brian Free	CASA
Bob Myrick	Alberta Environment
Ian Peace	RAPID
Kim Sanderson	CASA
Chris Severson-Baker	Pembina Institute
Merry Turtiak	Alberta Health and Wellness
Brian Wiens	Environment Canada

### Regrets:

Name	Organization
Findlay MacDermid	RAPID
David McCoy	Husky Oil / Canadian Association of Petroleum Producers
Bettina Mueller	Alberta Environment
Keith Murray	Alberta Forest Products Association
Mike Pawlicki	Lafarge Canada Inc.
Ken Omotani	TransAlta Utilities
Roxanne Pettipas	ConocoPhillips Canada / Canadian Assoc. of Petroleum Producers
David Spink	Prairie Acid Rain Coalition
James Vaughan	Alberta Energy and Utilities Board
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 CASA website renovations are done.
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 about the work they are doing on air monitoring network design.	Bettina Mueller	June 12
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

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Task	Who	When
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	June 1
24.9: Bob will provide text to complete the section on Data Information Systems to Kim.	Bob Myrick	June 1
25.1: Brian Free will talk to Roxanne regarding attendance and involvement by industry members to confirm their interest in participating on the team and ensure they are actively engaged.	Brian Free	June 6
25.2 Brian Free will confirm Team membership changes and update the membership list.	Brian Free	June 12
25.3: Bob Myrick and Brian Wiens will draft terms of reference for contracts with Neil Cape based on his email to David Spink and circulate to the team.	Bob Myrick and Brian Wiens	June 5
25.4: Brian Wiens will draft a paragraph on Environment Canada's need for real-time data related air quality forecasting.	Brian Wiens	June 4
25.5: Bob Myrick will find out what AENV's policy is with respect to securing municipal funding for air monitoring.	Bob Myrick	June 12
25.6: Bob Myrick will draft text for section 3.2 on the proposed hybrid system management option to describe the mandate and role for the new multi-stakeholder committee.	Bob Myrick	June 4
25.7: Bob Myrick will add the Environment Canada contribution to the capital cost for ambient monitoring for NAPS to the table and pie chart in section 3.3.1.	Bob Myrick	June 12
25.8: Bob Myrick will create pie charts for both capital and operating costs for section 3.3.1.	Bob Myrick	June 12
25.9: Brian Free will consult with Matthew Dance about text to go with Figure 5 in the May 22 draft strategic plan.	Brian Free	June 4
25.10: Bob Myrick will forward text for the following sections to Kim: <ul style="list-style-type: none"> <li>• S 1.1 on why the 1995 plan was not fully implemented</li> <li>• S 3.4 on Data and Information System Management</li> <li>• S 5.4, the Responsibilities Table</li> </ul>	Bob Myrick	June 4
25.11: Brian Wiens will draft text on Data Quality Objectives for discussion at the next meeting.	Brian Wiens	June 12
25.12: Brian Free will compile a list of all recommendations in one document, noting the section of the document where they might fit, for discussion at the next meeting.	Brian Free	June 11

Bob Myrick convened the meeting at 9:35 am. There was no quorum due to the absence of industry members. Those present expressed concern about the lack of quorum and how to address this matter.

### **Action 25.1: Brian Free will talk to Roxanne Pettipas regarding attendance and involvement by industry team members to ensure their ongoing participation.**

The team discussed what it could accomplish in the absence of quorum, given that certain decisions may need to be revisited at the next meeting. Members agreed to discuss the three draft

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reports and move them ahead. It was agreed to accept the tracked changes in the May 22 drafts and the changes made at this meeting would be tracked in the next draft.

## 1 Administration

**a) Approve agenda and meeting purpose.** The agenda and meeting purpose were reviewed. The proposed small group discussions on recommendations will occur with the whole group. The agenda was re-ordered, as reflected in these minutes.

**b) Approve minutes of May 7 meeting.** Action item 24.6 should have been assigned to David Spink. Minutes cannot be officially approved until the next meeting. Bob advised that BJ Vickery has changed jobs and may no longer be considered a team member. Bob also reported that Rob Bioletti has changed responsibilities and is no longer a member of the team. Ian Peace later advised that Mike Queenan is also no longer involved with RAPID and should no longer be considered a team member.

**Action Item 25.2: Brian Free will confirm Team membership changes and update the membership list.**

### c) Review Action Items from the May 7 meeting.

Task	Status
9.2: Brian Free to load team information to the CASA website and provide the working group with access information.	Will be done when the CASA website renovations are completed. Approved minutes are being posted.
18.8: Brian Free 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.	To be done by June 30.
21.1: Bob and Bettina to 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.	Carry forward to June 12.
21.5: Bettina Mueller will contact the US EPA to learn more about the work they are doing on air monitoring network design.	Carry forward to June 12.
22.3: Bob Myrick will send Brian Free the associated text for the latest Figure 3.	This figure is the circle diagram. This action item is dropped and replaced by AI 25.10.
23.2: Brian Free to create a document to house the suggestions from the Operations Steering Committee.	To be done by July
24.1: Brian Free to circulate AENV's document on siting criteria to the team.	Bob will send this document to Brian for distribution. Carry forward.
24.2: Team members will provide comments on the drafts of the Strategic Plan and Framework (especially regarding funding) to Brian Free.	Done. Some comments were received and incorporated.
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.	Done. Discussed later in the meeting.
24.4: Brian Free will prepare two short letters, one describing the proposed tasks and expected outcomes for	Done.

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Task	Status
Neil Cape's work for the team, and one describing the workshop needs, and forward to those who are looking for funds.	
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.	Carry forward.
24.6: David Spink will advise Neil Cape that we will get back to him in a couple of weeks, pending fundraising.	Done.
24.7: Brian Free will ask Kevin Warren to provide a breakdown for all sources of funding for all airsheds.	Done. All information has been provided except for Palliser Airshed. Special project funding will be noted separately.
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.	Done.
24.9: Bob will provide text to complete the section on Data Information Systems to Kim.	Carry forward to June 1.
24.10: Brian Free will poll the team to confirm meeting date of June 12 in Calgary.	Done.

## 2 Expert Input – the Neil Cape Contract

Environment Canada has committed to fund \$7,500 and Alberta Environment can contribute \$10,000 but both will need their own contract directly with Neil Cape rather than transfer funds to CASA to administer. Very clear deliverables will be required in each case. Alberta Health & Wellness is unable to contribute cash and the EUB has not advised. It is unlikely that industry will contribute any funds. This leaves a \$7500 shortfall. Brian Wiens and Bob Myrick indicated that they thought their agencies may be able to contribute additional funds to meet the required amount of \$25,000, in which case the work would be fully funded by government.

The team will be consulted in developing the terms of reference and deliverables, but there will ultimately be two contracts for the work and Environment Canada and Alberta Environment will make the final decisions. Bob reviewed the tasks that Dr. Cape would undertake and the proposed timelines.

Terms of reference will be developed and distributed to the team by end of day June 5, with comments requested by June 8; the goal is to forward draft contracts to Dr. Cape by June 11 with the work to be completed by the end of August.

Because government is fully funding the Cape contract, it was suggested that industry should cover the costs for the fall stakeholder workshop.

**Action 25.3: Bob Myrick and Brian Wiens will draft terms of reference for contracts with Neil Cape based his emails exchanged with David Spink.**

## 3 Framework

It was agreed that the team should be as clear and precise as possible in its language related to how the system should be funded. It's also important to reiterate that decisions regarding ambient air quality monitoring programs are generally made in a multi-stakeholder process,

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so funders do not have undue influence. Those present reviewed the May 22 draft framework document and proposed changes were noted directly in the document and will appear tracked in the next draft.

### 4 Stakeholder Consultations

The intention is to incorporate the results and recommendations from Neil Cape's work into the team's documents for the fall workshop. If this work is completed by the end of August, the team will need to meet in September to discuss it and decide how it should be incorporated. All three documents will then be revised and made available to stakeholders in advance of a workshop tentatively planned for the first half of November. This will be an internal target date for the team and a final decision on a workshop, along with a venue and other details, will be determined later.

- Ian Peace joined the meeting shortly before lunch..

### Lunch

### 5 Strategic Plan

The May 22 draft of the Strategic Plan was reviewed and changes will be tracked in the next draft.

Brian Wiens reported that to do its forecasts, Environment Canada needs access to real-time data. The team agreed that data from the monitoring system would be open and transparent and available for anyone to use.

**Action 25.4: Brian Wiens will draft a paragraph on Environment Canada's need for real-time data related to air quality forecasting.**

**In discussing questions related to funding to cover monitoring area and mobile sources,** members felt that the language should clearly indicate who is meant by "government." Because the province is ultimately responsible for ensuring that ambient monitoring is done, one option is for the province to bear responsibility for costs related to open source and indirect emissions, except possibly those that are definitely the responsibility of a municipality (e.g., municipal fleets). The province can work out any appropriate arrangements for municipalities to contribute funding for monitoring.

**Action 25.5: Bob Myrick will find out what AENV's policy is with respect to securing municipal funding for air monitoring.**

Other points related to funding:

- It was agreed that transboundary issues are not a separate cost but are incorporated into the overall system.
- When we get all the dots on the map, we will do a pie chart that shows the new funding allocation vs the existing system.
- A lot of the equipment in urban areas was purchased by Environment Canada (NAPS stations) and provided to the province for monitoring purposes. Ultimately, the

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provincial government is responsible for ensuring ambient monitoring gets done, and they determine whether to negotiate with the federal government. This issue is outside the scope of this team.

- Any given funding formula is negotiated by whoever is responsible for conducting the monitoring according to the principles in the framework.
- It would be good to have consistency in calculating sources and payment for things like transportation emissions. The team may want to develop a recommendation that a common approach to data collection and emissions factors be developed to ensure consistency across the province. This could be directed to the new multi-stakeholder committee.

**Action 25.6: Bob Myrick will draft text for section 3.2 on the proposed hybrid system management option to describe the mandate and role for the new multi-stakeholder committee.**

**Action 25.7: Bob Myrick will add the Environment Canada contribution to the capital cost for ambient monitoring for NAPS to the table and pie chart in section 3.3.1**

**Action 25.8: Bob Myrick will create pie charts for both capital and operating costs for section 3.3.1.**

**Action 25.9: Brian Free will consult with Matthew Dance about text to go with Figure 5 in the May 22 draft strategic plan.**

**Action 25.10: Bob Myrick will forward text for the following sections to Kim:**

- S 1.1 on why the 1995 plan was not fully implemented
- S 3.4 on Data and Information System Management
- S 5.4, the Responsibilities Table

## 6 Implementation Plan

The structure and content of the draft Implementation Plan will be discussed at the next meeting. It was noted that the section on Data Quality Objectives might better fit in the strategic plan rather than the implementation plan.

**Action 25.11: Brian Wiens will draft text on Data Quality Objectives for discussion at the next meeting.**

**Action 25.12: Brian Free will compile a list of all recommendations in one document, noting the section of the document where they might fit, for discussion at the next meeting.**

## 7 Next Meeting

Materials for distribution prior to the next meeting are: the three documents, the recommendations list, terms of reference for Neil Cape, and information on the stakeholder consultation. The team should ensure the three documents line up and are consistent. It was agreed to generally minimize duplication among the documents, although some sections (e.g., objectives) will need to be repeated to provide context and for easy reference.

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The next meeting will be June 12 in Calgary at the TransAlta offices.

The meeting adjourned at 3:10 pm.