

# Final Minutes



## Ambient Monitoring Strategic Planning Team Meeting #15

**Date:** Tuesday March 21<sup>st</sup> 2006

**Time:** 9:30 – 3:30

**Place:** CASA 10<sup>th</sup> Floor Board Room

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

Ph (780) 427-9793  
Fax (780) 422-3127  
Email [casa@casahome.org](mailto:casa@casahome.org)  
Web [www.casahome.org](http://www.casahome.org)

### In attendance:

Name	Organization
Rob Bioletti	Alberta Environment
Karina Bodo	Alberta Health
Matthew Dance	CASA
Findlay MacDermid	Residents for Accountability in Power Industry Development
Myra Moore	Fort Air Partnership
Bob Myrick	Alberta Environment
Ken Omotani	TransAlta Utilities
Roxanne Pettipas	ConocoPhillips Canada / Canadian Association of Petroleum Producers
Kim Sanderson	CASA (for the morning)
James Vaughan	Alberta Energy and Utilities Board

### Regrets:

Name	Organization
David Graham	Alberta Environment
Alex MacKenzie	Alberta Health
David McCoy	Husky Oil / Canadian Association of Petroleum Producers
Keith Murray	Alberta Forest Products Association
George Pfaff	Petro-Canada Edmonton Refinery / Canadian Petroleum Products Institute
Mike Pawlicki	Lafarge Canada Inc.
Ian Peace	Residents for Accountability in Power Industry Development
Chris Severson-Baker	Pembina Institute
B.J. Vickery	Lafarge Canada Inc / Alberta Chamber of Resources
Brad Watson	Lafarge North America
Kevin Warren	PAMZ, PASZA, PAS, WCAS.
Brian Weins	Environment Canada

### Action Items:

Task	Who	When
9.2: Load the data to the web site and provide the working group with access information.	Matthew	ASAP
14.1: Forward the parameters that are included in the SO2 and NOx forecasts to Matthew and the team.	Bob	28 February
14.6: Develop guidance criteria for the use of the decision tool.	Site Selection Sub-group	28 February
14.8: Develop materials for this June workshop.	Workshop Sub-group	28 February
15.1: Forward the decision making tools for the team to provide comments.	Rob	04 April

# Final Minutes

15.2: Develop some general guidance / use criteria for the decision making tools.	Rob	04 April
15.3: Draft and circulate an RFP to assess CDW users and needs.	Matthew	04 April
15.4: Provide feedback on the RFP to assess CDW users and needs.	AMSP	11 April
15.5: Hire a contractor to fill the terms of the RFP.	CASA	ASAP
15.6: Continue to develop the strategic plan.	Matthew and Kim	Ongoing
15.7: Develop a workshop agenda.	Ken	11 April
15.8: Develop a communications plan for the workshop.	Matthew and Sharon	11 April
15.9: Develop a workshop invitation for distribution in mid April.	Matthew and Ken	11 April

## 1. Administration

### a. Introductions

Introductions were made around the table

### b. Approve agenda and meeting purpose

Approved as tabled

### c. Approve minutes

The minutes from the February 2006 meeting were approved as tabled.

### d. Review action items

Task	Status
9.2: Load pertinent reports to the web site and provide the working group with access information.	In progress
14.1: Forward the parameters that are included in the SO2 and NOx forecasts to Matthew and the team.	In progress
14.2: Work with Heidi to incorporate the section 5 directional thinking into the next draft of the report.	Complete
14.3: Work with Heidi to incorporate the section 3-4 comments and directional thinking in the next draft of the report.	Complete
14.4: Incorporate the feedback provided for the decision tool into a next draft.	Complete
14.5: Draft a straw dog multi-stakeholder process for the selection of ambient air quality monitoring sites.	Complete
14.6: Develop guidance criteria for the use of the decision tool.	In progress
14.7: Develop materials for this June workshop.	In progress
14.8: Poll for March and April meeting dates	Complete

### e. Board update

Matthew provided an update from the March 16<sup>th</sup> CASA Board Meeting.

Roxanne presented a team update to the CASA Board and asked for approval for the revised TOR goal statement. Terms of reference for the Ambient Monitoring Strategic Planning Project Team were approved in June 2004. Roxanne reviewed the team's progress to date, noting that it will be holding a workshop on June 6, 2006 to gather feedback on its new draft plan. The team decided to revisit its goal statement to more clearly focus its work, and is asking the board to accept the proposed revision to the terms of reference. The new goal statement now reads: "Alberta will possess a dynamic, effective and

# Final Minutes

efficient framework that provides the foundation for the development of a world-class ambient air quality monitoring system.”

## 2. Review Draft Report

### a. Straw Dog Framework

Matthew presented the following straw dog framework to the team

#### Preamble

Integration is mentioned with respect to the AAQMS on a regular basis. We have not explored what integration means for the Strategic Plan. Given that integration is defined as the combination of many parts into a whole, it occurs at two levels:

1. Between the various monitoring components of the strategic plan; for instance, because it is important to utilize the resources that we have available for monitoring, we don't want redundant monitoring systems between the various levels of monitoring (local (industrial), regional (airshed zones), provincial and national (NAPS)). As such, integration occurs between the various levels of monitoring in the province in the planning and implementation of the overall monitoring network. I see this as Network Integration.
2. Integration also occurs between the various components associated with AAQ monitoring currently operating in Alberta. Specifically, the levels of monitoring (the monitoring network, technologies and methods) as well as the CASA Data Warehouse and the OSC should be combined into one system where all components are periodically evaluated and assessed to ensure that they are performing adequately. I see this as Process or System Integration.

#### Purpose:

The goal of this diagram is three-fold:

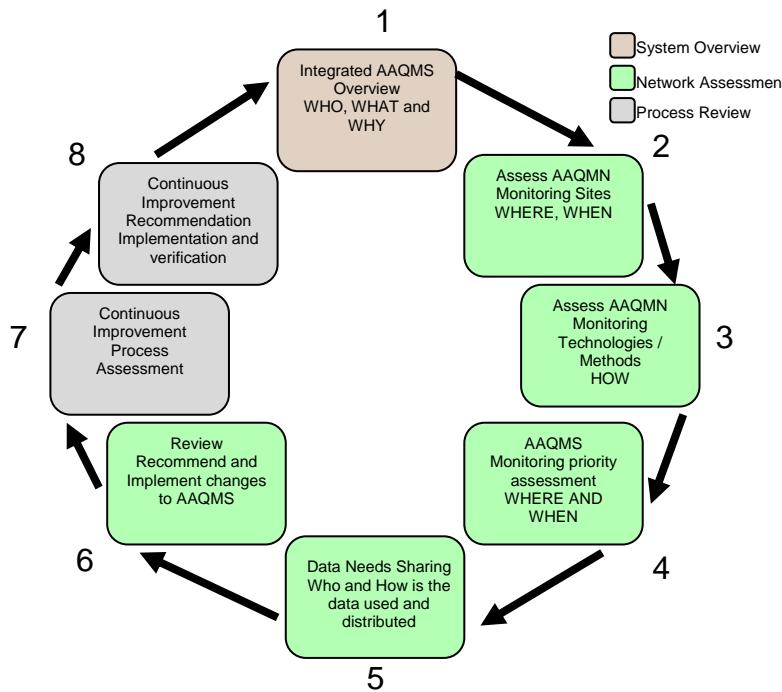
1. To provide a starting point for the team to discuss an overall vision of the AAQ monitoring System as a whole. I feel that we have been discussing discreet sections of a system without an overall vision of the entire thing.
2. To provide a graphic overview of an integrated strategic plan for the purposes of organizing a 2006 Strategic document, our thoughts and a multi-stakeholder process; and,
3. To demonstrate how the process (3, 5 or whatever year review) can be integrated into an Environmental Management System that can describe the discreet phases of the strategic plan.

#### Based On...

- An EMS - Plan, Do, Check, Adjust model (assumes multi-stakeholder X-year review)
- Need for an overview ‘picture’ for the public and executive summary
- Need for a structure to link all the pieces of the report into a whole
- Need for an outline for the strategic plan.

# Final Minutes

## Model Overview



### Pre-box one – Multi-stakeholder Process

- Set up a process where all of the stakeholder who has a stake in implementing, monitoring or funding AAQM are at the table with an understanding of the process and responsibilities.

### BOX 1 – Integrated AAQMS Overview – The WHO, WHAT and WHY

- It is intended that Box 1 of the diagram will describe an integrated AAQMS. Specifically, outline why we monitor AAQ, provide an overview as to who is involved (regional - airshed zones, provincial - provincial government etc..), what they do (monitoring locations, technologies, methodologies) and how this integration works. Also, provide an overview of the multi-stakeholder review process (the who, what, where and how).

### BOX 2 – Assess AAQM Sites

- Part of the Multi-stakeholder Process. Using the Site Assessment Tools, assess the current and future AAQM sites (as well as verify that the recommendations made in the last review round were in fact implemented). We are looking for the appropriate level of monitoring at a provincial level. So, WHERE do we monitor, WHEN do we monitor. In addition, WHERE in the future are we going to monitor and WHEN are we going to do this. At this stage we are simply identifying the areas that are monitored and the areas that need monitoring during this round of assessment. We need to define criteria to help us choose inputs into the Site Assessment Tool.

### BOX 3 – Assess AAQMN technologies and methodologies

- Review current and emerging technologies and methodologies with regard to AAQM. We need to define criteria

### BOX 4 – Priority Assessment

# Final Minutes

- In this step the multi-stakeholder committee takes the information from BOX 2 and 3 and negotiates monitoring priorities based on need and money available. We need to define the criteria used for this negotiation and how the levels of monitoring will integrate ( if this process indicates that we need 3 monitors in PAMZ, what does this look like and who pays for what). The outputs from this box are recommendations made to those who will implement and fund. NOTE – It is vital that we have buy-in from all those with an interest in AAQM, particularly Airshed Zones, Government and Industry.

## **BOX 5 – CASA Data Warehouse**

- Review and evaluate the CASA Data Warehouse to ensure that it is meeting everyone's data and operational needs as well as regulatory requirements for data input. Make recommendations to improve the operations of the data warehouse.

## **BOX 6 - Review and implement recommendations**

- Just like it says – review all of the recommendations, and confirm that the funding and implementers are available and on side.

## **BOX 7 – Continuous improvement (CI)**

- Review this process to ensure that we are doing the job that we are supposed to be doing. Make improvement recommendations.
- Should establish performance measures for monitoring as well as for this process.

## **BOX 8 – CI Implementation and verification**

- Implement the recommendations from box 7 and ensure that the recommendations from previous rounds have been implemented.

## **Discussion**

The team discussed the Straw Dog proposal as follows:

- We need to clarify for data providers how data is to be collected. It is important to have a uniform data collection technique so that data can be compared from site to site.
- The Air Monitoring Directive could help with this clarification process. Need to incorporate reference to the AMD in this strategic plan.
- Important to recognize that industry has monitoring approvals that they are legally bound to.
- We want to ensure that the multi-stakeholder committee and Airshed Zones have well defined roles and responsibilities in relation to the strategic plan. Specifically:
  - Zones set their own priorities and monitoring schedules
- By establishing an overview diagram and a process, it will make the report much more readable and understandable. The use of an EMS basis for the process is also good.
- The addition of performance measures and continuous improvement will help ensure that the process improves and that we are able to track improvements.
- Good system – human health should be the priority for monitoring.
- A flexible system that can respond to changing needs and priorities
- Easy to understand
- Ensure that industrial approvals are aligned

## **Additions**

The team suggested a few additions to the system, as follows:

- BOX 2 and 3
  - Perhaps we should define the current system and not assess.

# Final Minutes

- For BOX 3, assess future monitoring, technologies and techniques
- Add reference to the AMD where appropriate

## *Decision:*

*By consensus and pending further discussion with those not in attendance, the team agrees that the proposed framework is a good conceptual starting point for the further development of the Ambient Air Quality Strategic Plan.*

### **b. Report structure and content**

The team reviewed the report structure and content. Commends and discussion are included in a draft of that report.

### **c. Section 5**

The team reviewed Section 5. Comments were provided in a draft of that section.

### **d. Decision tool**

Rob presented the two decision tools that he has under development.

## **Discussion**

### **20 Questions Tool**

- Seems like a checklist of monitoring considerations
- More objective than the Two Tiered tool

### **Two Tiered Tool**

- Not as objective as the 20 questions tool.
- If we were to apply both, which would work best?

### **e. Next steps**

Further development and review of the report with the assistance of a writing / editing subgroup that includes Bob, Rob, Karina and Findlay.

**ACTION 15.1: Rob will forward the decision making tools for the team to provide comments.**

**ACTION 15.2: Rob will develop some general guidance / use criteria for the decision making tools.**

## **3. Data and information**

### **a. Need for more information**

Bob Myrick provided an update from the OSC.

- At the September 23, 2005 OSC meeting it was proposed that the OSC look at tendering the contract for operating the CASA Data Warehouse.
- Some felt that letting the contract at this time might be premature especially when the Air Monitoring Strategic Plan (AMSP) Project Team report is not due until the fall of 2006. The AMSP might recommend some major changes.
- As such, it was agreed that the OSC would not go ahead with the RFP.
- But, it was noted that there are still the outstanding issues with the CDW. Specifically:
  - No firm idea who the CDW users are
  - What are their needs?
  - How is the CDW currently performing and how can it be improved
  - What are the information needs of the public?
- Bob was asked to present these points to the AMSP within the context of the CDW.

# Final Minutes

Typical AQ questions from the public include:

- Current air quality and its potential impact on human health
- Asthma or respiratory rates in Alberta (comparison between cities)
- Where should I live in Alberta if I am sensitive to wood smoke (from fireplaces)?
- Where are emissions highest or lowest in Alberta from various sources (industry, automobiles, fireplaces)?
- Where is the best air in Alberta?
- Where is the worst air in Alberta?
- What is air quality like in Alberta compared to other locations (BC, Sask, Ontario)?
- Air quality and health info for the elderly
- Air quality and health info for kids
- Air quality and health info for those with respiratory issues

## Discussion

The following points were made in discussion regarding the information that the AMSP needs to make decisions regarding the CDW.

- It is important to understand who the actual users of the CDW are
- We also need to get a handle on their data and format needs
- How do they want information presented?
- We should gather this information in advance of the June workshop
- It should be incorporated into a draft of the report.
- Key piece of the draft report is how we will integrate and communicate the data results of AAQ monitoring.

## Decision

*There was agreement around the table that the AMSP should proceed with an RFP to gather user information and needs on the CASA Data Warehouse.*

## Request for Proposal – Details

The team brainstormed some details regarding this RFP:

- Who do we want to survey?
  - Public
  - Industry
  - Academics
  - Users
  - Airshed Zones
  - Government
  - NGO
  - Consultants
- What information are we looking for?
  - What data is most useful to you?
  - What information is most useful to you?
  - What are you using this information / data for?
  - What gaps currently exist in the CDW
  - What works? What doesn't work?
  - Where do you go for A/Q information?
  - What format do you want the data?
  - What are your needs and are we meeting them?
  - Do you have a need for real time data? Trends? Archived data?
- Who can do this work?

## Final Minutes

- UofA Population Lab
- Others
- Budget
  - Around \$10 000

### Next Steps

1. Matthew, Bob, Roxanne and Karina will develop and review the RFP.
2. RFP will go out for team comment.
3. RFP will be issued
4. Contractor will be hired for the work. Team will have the opportunity to provide input and feedback on process.

**ACTION 15.3: Draft and circulate an RFP to assess CDW users and needs.**

**ACTION 15.4: Provide feedback on the RFP to assess CDW users and needs.**

**ACTION 15.5: Hire a contractor to fill the terms of the RFP.**

### 4. Workshop

#### Workshop Purpose

To provide an opportunity for CASA stakeholders and those with an interest in the monitoring of Alberta's ambient air to comment and provide input into the draft Strategic Plan for the Monitoring of Alberta's Ambient Air.

#### Invitations

Invitations will be issued to the following:

CAPP	CPPI	Provincial Government
Airshed Zones	Municipal Government	Agricultural Producers
Transportation	Mining	NGO
Health Regions	Utilities	Forestry – Pulp and Paper

#### Discussion

- Because we are limited to 70 people, we should impose caucus quotas and limit attendance to those stakeholders who do not have a representative at the table.
- Content should include the draft strategic plan, maps, the process, background materials, etc.

#### Next Steps

1. Continue development of the strategic plan. Have a draft for distribution by mid-may.
2. Develop a workshop agenda and materials
3. Develop a communications plan
4. Develop an invitation, issue and post to website by mid April

**ACTION 15.6: Matthew and Kim will continue to develop the strategic plan.**

**ACTION 15.7: Ken will develop a workshop agenda.**

**ACTION 15.8: Matthew and Sharon (Communication Advisor) will develop a communications plan for the workshop.**

**ACTION 15.9: Matthew and Ken will develop a workshop invitation for distribution in mid April.**

## **Final Minutes**

### **5. Other business**

No other business.

### **6. Next meeting**

Date: Thursday April 20<sup>th</sup>

Place: Calgary – ConocoPhillips

### **7. Adjournment**