

# Final Minutes



## Ambient Monitoring Strategic Planning Team Meeting #16

**Date:** Thursday April 20<sup>th</sup> 2006  
**Time:** 9:30 – 3:30  
**Place:** ConocoPhillips – 17<sup>th</sup> Floor Board Room

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### In attendance:

<b>Name</b>	<b>Organization</b>
Rob Bioletti	Alberta Environment
Karina Bodo	Alberta Health
Matthew Dance	CASA
David Graham	Alberta Environment
Findlay MacDermid	Residents for Accountability in Power Industry Development
David McCoy	Husky Oil / Canadian Association of Petroleum Producers
Bob Myrick	Alberta Environment
Roxanne Pettipas	ConocoPhillips Canada / Canadian Association of Petroleum Producers
Kim Sanderson	CASA
Chris Severson-Baker	Pembina Institute
Kevin Warren	PAMZ, PASZA, PAS, WCAS.
Brian Weins	Environment Canada

### Regrets:

<b>Name</b>	<b>Organization</b>
Myra Moore	Fort Air Partnership
Keith Murray	Alberta Forest Products Association
Ken Omotani	TransAlta Utilities
George Pfaff	Petro-Canada Edmonton Refinery / Canadian Petroleum Products Institute
Mike Pawlicki	Lafarge Canada Inc.
B.J. Vickery	Lafarge Canada Inc / Alberta Chamber of Resources
James Vaughan	Alberta Energy and Utilities Board
Brad Watson	Lafarge North America

### Action Items:

Task	Who	When
9.2: Load the data to the web site and provide the working group with access information.	Matthew	In progress
14.1: Forward the parameters that are included in the SO2 and NOx forecasts to Matthew and the team.	Bob	When ready
15.1: Forward the decision making tools for the team to provide comments.	Rob	ASAP
15.2: Develop some general guidance / use criteria for the decision making tools.	Rob	ASAP
16.1: Forward a workshop invitation to all stakeholders.	CASA	26 April
16.2: Forward a draft of the strategic plan to the team.	CASA	10 May

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16.3: Meet by conference call on May 14 <sup>th</sup> from 1-4 PM. Matthew will forward details to the team	The AMSP	14 May
16.4: Poll for a next meeting date for May 29, 30, or 31 <sup>st</sup> .	Matthew	ASAP

## 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 March 2006 meeting were approved as tabled.

### d. Review action items

Task	Status
9.2: Load the data to the web site and provide the working group with access information.	In progress
14.1: Forward the parameters that are included in the SO <sub>2</sub> and NO <sub>x</sub> forecasts to Matthew and the team.	When ready – still in development
14.6: Develop guidance criteria for the use of the decision tool.	In progress
14.8: Develop materials for this June workshop.	On going
15.1: Forward the decision making tools for the team to provide comments.	In progress
15.2: Develop some general guidance / use criteria for the decision making tools.	In progress
15.3: Draft and circulate an RFP to assess CDW users and needs.	On agenda
15.4: Provide feedback on the RFP to assess CDW users and needs.	On agenda
15.5: Hire a contractor to fill the terms of the RFP.	On agenda
15.6: Continue to develop the strategic plan.	Complete
15.7: Develop a workshop agenda.	Complete
15.8: Develop a communications plan for the workshop.	Complete
15.9: Develop a workshop invitation for distribution in mid April.	Complete

## 2. Review Strategic Plan Framework

Matthew provided a brief overview of the draft ambient monitoring framework as follows:

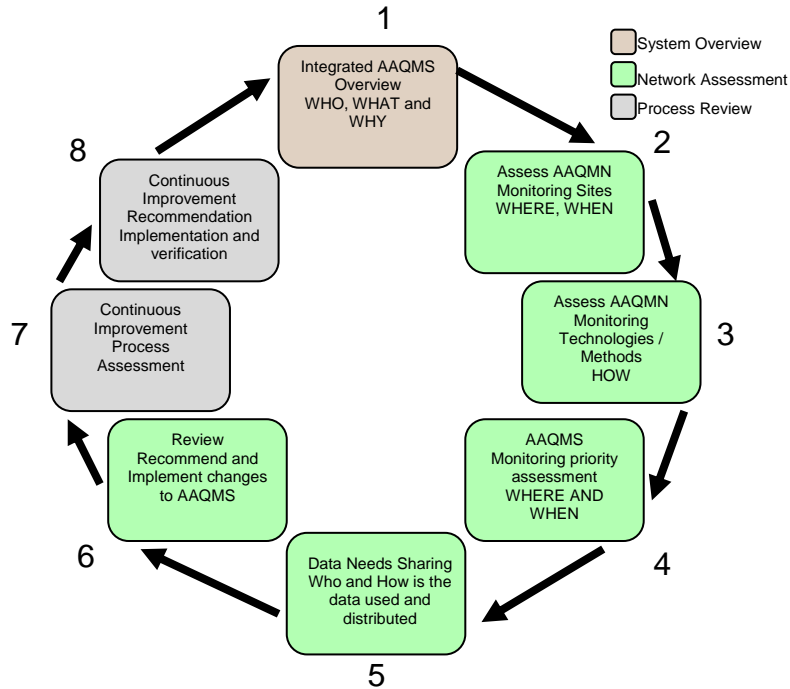
### Preamble

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

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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 process 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.

## 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).

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## **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**

- 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 following points were raised in discussion with the team. The points raised represent the directional thinking of the team:

- This plan can be annually implemented, with a 3 year time cycle to review modify the process.
- We can split the process into two types – Implementation review and process review.
  - Implementation review (an annual review) would encompass a review of ambient air monitoring as well as the priority setting process described by boxes 2 – 6.
  - Process review (a 3-year review) would encompass a review of the priority setting and decision making process represented by boxes 7, 8 and 1. Performance measures could be reviewed etc...

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- We can review the whole basket of things, and really learn from the process of implementing this strategic plan.
- It is important to incorporate a continuous improvement component to the plan
- We can review the vision and goals and strategic thinking on a 3 year cycle, and the implementation on an annual basis.
- Who will do this review? Perhaps a modified Operations Steering Committee, a CASA type of group and process.
- A permanent group that meets periodically to review the whole system and to make recommendations on ambient monitoring
- Would it be possible to garner public input, or is this an internal process?
- Which stakeholders should be involved? Government (all levels), Industry and NGO's as well as Zones.
- AHW would be able to represent health concerns in this type of process.
- Real or perceived health concerns should be brought to the table.
- Performance measures could be incorporated into this type of strategic and process review.
  - These performance measures should be simple and meaningful.
  - Performance measures should be incorporated into Box 6.

### 3. Review other components of AAQ monitoring

#### a. Who does what?

Those who are involved in ambient monitoring include:

- Industry through their approval requirements
- Airshed Zones
- Government – Provincial and National

#### Roles and responsibilities

- Airsheds monitor ambient air in partnership with Industry and Government
- To submit ambient air quality data to the CASA Data Warehouse (CDW) according to the rules laid out in AENV's Air Monitoring Directive (AMD).
- The AMD outlines the rules, regulations and protocols for the monitoring and reporting of AQ data by industry and zones
- AENV supports a model of shared responsibility where those with a stake in the outcome participate in the process. AENV also provides some of the resources for the monitoring of Alberta's Ambient Air.

The team reviewed the draft monitoring framework as follows:

#### Box 1 – Will address the current situation, roles and responsibilities.

- Talk about roles and responsibilities of the various players in the context of the current situation – explain the purpose of monitoring (why do we have passives, continuous, etc. and provide definitions)
- Describe the components that say what is happening now (95 and 97 reports, data warehouses, data management, etc.)
- Map to show the current monitoring
- Management of the system through the OSC

#### Box 2 – Will address the ambient air quality monitoring network.

- Why were the current parameters chosen?
- Include maps, tables – see table in current draft – explain what's happening on the ground
- Are there gaps in the maps?

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- Note that current monitoring is based on population and industry growth
- Assessment of current network (present table is from 95 plan)
  - Is the network doing what it should be doing?
  - Decision tools - based on population and industry growth, etc, we will have a list of sites where we will want monitoring in the next “x” years
  - “how” – which type of monitoring to use
- Define the objectives of monitoring – human health, ecosystems, gaps
  - Collect data that can be used to assess health effects – is this part of the decision tool?

### **Box 3 - Will address current technologies and methodologies.**

- Assess current technologies and methods. This is already in the report. Suggest move to an appendix since it’s more detail than AMSP needs

### **Box 4 – Priority setting**

- List places where we want monitoring done – falls into different categories: we have priority sites and limited funding, how do we decide?
- Priority assessment should include the how, where and what of ambient monitoring.
- Decision tool will help define parameters and criteria
- Recommendations will come out of box 4 to “do this kind of monitoring in these areas.”

### **Box 5 – CDW**

- Assessment of CDW – how is it working, what needs to be improved?

### **Box 6 – Recommendations for changes**

- Ensure can be measured and assign appropriately
- Include a look at what parties said and how they are implementing – Box 2
- Suggested move this to Box 2 – assess how the recommendations from the last review were implemented and cut this review out of box 6

### **Boxes 7 and 8**

- Collapse to one box
- Assess cont improvement – maybe look at performance measures and indicators here

We will assess both the strategy and the implementation, but on different timelines, with implementation assessed more often.

*Decision: The team agreed to recommend sites for future monitoring in it Strategic Plan.*

## **4. Workshop**

The team discussed the following:

### **Workshop Objectives:**

1. Provide an opportunity for stakeholders to provide input into the Draft Strategic Plan for the Monitoring of Alberta’s Ambient Air.
2. Inform potentially affected stakeholders about the team’s progress.
3. Provide an opportunity to comment on the team’s direction and focus.
4. Determine level of stakeholder interest in staying involved.

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## Workshop Outcomes:

1. Create opportunities for members of stakeholder groups to provide feedback and input on the draft strategic plan for the monitoring of Alberta's ambient air.
2. Gauge stakeholder reaction to the direction being considered by the team.
3. Identify potential issues and work to address these issues in an upfront collaborative manner, minimizing controversy.
4. Promote understanding and acceptance by stakeholders of the strategic direction.
5. Gain helpful information on how best to implement the framework.

## Workshop Follow-up Communications:

1. Workshop proceedings outlining the range of views expressed at the June 6<sup>th</sup> workshop, and any direction or input suggested to the team.
2. A Draft Strategic Plan for the Monitoring of Alberta's Ambient Air that outlines how suggested direction and input was integrated in the plan.
3. A follow-up workshop to roll out the Draft Strategic Plan for the Monitoring of Alberta's Ambient Air.

## Discussion:

- We should focus on the strategic thinking and stay away from operational issues such as the placement of monitors.
- We are looking to present our directional thinking and to receive input on that thinking, as such having a firm plan would not work in our favour.
- It is vital that we lay out the scope and expectations of the workshop in advance as well as at the event.
- We should have a plan on how to implement the monitoring framework – people at the workshop would be interested in an example of where monitoring would go, costs as well as the process for prioritization. It was pointed out that some felt, that this was an unrealistic goal to have ready for the meeting. The best we can do is say 'the next phase will be to take the Strategic plan and use it to come up with an Operational plan i.e. dots on a map, costs etc.'

## 5. Next Steps

The following next steps were defined by the team:

1. Workshop invitation to be sent out by April 26<sup>th</sup> by CASA
2. A draft of the strategic plan will be forwarded to the team by May 10<sup>th</sup> by Kim and CASA
3. The AMSP team will meet by conference call on Monday May 15<sup>th</sup> from 1-4 PM. There will be two meeting nodes – one at CASA and one at the EUB.
4. The AMSP team will meet in late May at CASA to discuss the workshop.

**ACTION 16.1: CASA will forward a workshop invitation to all stakeholders by April 26<sup>th</sup>.**

**ACTION 16.2: CASA will forward a draft of the strategic plan to the team by May 10<sup>th</sup>**

**ACTION 16.3: The AMSP will meet by conference call on May 14<sup>th</sup> from 1-4 PM. Matthew will forward details to the team.**

**ACYION 16.4: Matthew will poll for a next meeting date for May 29, 30, or 31<sup>st</sup>.**

## 6. Other Business

David Graham reviewed the Operations Steering Committee terms of reference as follows:

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## Membership:

- Alberta Environmental (Chair)
- 2 data providers
- 2 industry associations
- 3 CASA Zones
- 2 user groups
- 1 CASA Secretariat

**Purpose:**       **To provide overall direction for the cooperative monitoring system by:**

1.       Tracking progress in achieving the strategic plan;
2.       Setting the annual budget for the Data Warehouse;
3.       Approving the annual workplan;
4.       Establishing policies and procedures;
5.       Revising the strategic plan as required, and
6.       Reviewing and evaluating the system.

**Expectations:**

In general, the Operations Steering Committee (OSC) will meet twice per year. The OSC will function more like a Board and not deal with implementation details. It will report once a year to the CASA Board. Technical committees will be formed on an ad hoc basis. In order to align the OSC with the CASA Board, the OSC should report to the June CASA Board meeting with its budget and plans for the following year. The OSC will need to meet in the spring to develop its budget and documentation. A meeting in the fall will assess progress and refine plans for the coming year.

## 7.       **Adjournment**