

# Draft Minutes



10035 108 ST NW FLR 10  
EDMONTON AB T5J 3E1  
CANADA  
Ph (780) 427-9793  
Fax (780) 422-3127  
casa@casahome.org  
www.casahome.org

## **Enhanced Collaboration with the Water Council Meeting #2**

Date: Friday, Dec 7, 2007  
Time: 9:30 – 11:30 a.m.  
Place: CASA / Teleconference  
Local: 409.9285  
Toll Free: 1.866.792.1317  
Conference ID: 8167651

**Present:** Kerra Chomlak (CASA), Carolyn Kolebaba (Government), Carmen Rieder (CASA); Bob Cameron (NGO, by phone), Rejeanne Cool (Industry, by phone)

### **Action items (*Updates to the action items based on today's meeting are in italics.*)**

	<b>Action Item</b>	<b>Who</b>	<b>When</b>
	Old Business		
1.1	Circulate evaluation of watersheds in Alberta by the Rosenberg group from University of California	Kerra	<i>Done</i>
1.2	Request time for this team to present at the June 2008 CASA board meeting <i>7Dec07 – The team agreed that they are willing to be flexible as to whether they present to the CASA board in March or June 2008. The idea of the Water Council (WC) collaboration fits well with the issues scheduled for the June board meeting.</i>	Kerra	<i>Done</i>
	New Business		
2.1	<i>Ask the Executive Director of the WC to appoint a representative for the ECWC.</i>	Kerra	<i>ASAP</i>
2.2	<i>Contact the government about providing representatives from SHREM or the Cumulative Effects initiatives.</i>	Carolyn	<i>Feb meeting</i>
2.3	<i>Discuss attendance of ECWC members at a WC board meeting with the WC Executive Director.</i>	Kerra	<i>ASAP</i>
2.4	<i>Invite the Water Council to observe a CASA board meeting.</i>	Kerra	<i>May, for the June meeting?</i>
2.5	<i>Prepare a feedback survey for Water Council members to review in advance of the CASA board meeting and to complete afterwards.</i>	<i>All?</i>	<i>May, for the June meeting?</i>
2.6	<i>Prepare an engaging presentation about the Water Council collaboration for the CASA board meeting to which Water Council members are invited.</i>	<i>All?</i>	<i>May, for the June meeting?</i>
2.7	<i>Obtain lists of Water Council membership and projects and CASA membership and projects. Add discussion of the lists to the agenda for the next meeting. Prepare a visual</i>	Kerra	<i>Feb meeting</i>

	<i>to align these lists for ease of discussion.</i>		
<i>2.8</i>	<i>Consider if representation from other organizations is needed on this team and prepare to discuss at the next meeting.</i>	<i>All</i>	<i>Feb meeting</i>
<i>2.9</i>	<i>Poll the committee and new members for availability for the next meeting.</i>	<i>Kerra</i>	<i>ASAP</i>

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Meeting called to order @ 8:35AM.

## 1. Greetings & Introductions

## 2. Administration

- a. Agenda and objectives were approved as drafted with addition with the addition of item 2d: selection of chairs or co-chairs for this committee
- b. Minutes of the 2Nov07 meeting were approved as drafted.
- c. Action items are updated in italics in the chart above.
- d. Co-chairs for this committee are required and will be discussed at the next meeting.

## 3. Terms of Reference for Committee

The Terms of Reference (TOR) draft prepared based on the last meeting was reviewed. A copy of the revised TOR is given at the end of the minutes with today's changes underlined.

### *Collaboration versus Merging*

During review of the TOR, the relationship of CASA and the Water Council (WC) was discussed. Some felt that CASA and the WC could eventually be merged while others felt that the two are distinct organizations with unique mandates and cultures. It was agreed that further discussion on collaboration or merging should be tabled until the committee is ready to prepare recommendations for the final report.

### *Collaboration of Executive Directors*

Kerra will be meeting next week with Gord Edwards, the Executive Director of the WC.

### *Membership*

The group brainstormed a list of organizations that should have membership on the ECWC:

- Representative of the WC

**Action item 2.1: Kerra will ask the Executive Director of the WC to appoint a representative.**

- Government environment representative, particularly from SHREM or the Cumulative Effects initiatives.

**Action item 2.2: Carolyn will contact the government about providing these representatives.**

The terms of reference will not be approved until the membership is finalized.

#### 4. Description of Current Linkages

The Current Linkages and Brainstorming lists from the last meeting (section 4 of the 2Nov07 meeting minutes) were updated. New information is underlined (this section (4) only).

##### *Current Linkages*

We can take advantage of existing linkages between CASA and the Water Council: collaboration is already happening informally. For example:

- Several CASA board members also sit on the Water Council: Tim Goos, Peter Watson, Alex Mackenzie, Bev Yee, Keith Murray, Gerald Cunningham, Brian Gillian and past members (Bob Cameron, Phyllis Kobasiak)
- CASA consultants also overlap with the Water Council: Kim Sanderson, Christine Macken
- CASA Secretariat responds to information requests: Kerra Chomlak, Lori Melanson (financial), Sharon Hawrelak (communications)

##### *Brainstorming*

Potential ways to increase linkages between CASA and the Water Council:

- Stakeholders can check back with their stakeholder groups e.g. NGOs intend to report back to both the Clean Air & Energy Caucus and the Water Caucus
- Integration of air land and water is happening via other initiatives: SHREM, Cumulative Effects Management
  - A government representative from SHREM or the Cumulative Effects Management initiatives would be valuable on this team. (See Action item 2.2 above.)
- Both organizations encourage a regional approach for some issues: airsheds & watersheds. It was noted that coordination of airsheds and watersheds at the regional level may be challenging due to differences in geographic boundaries. However, airshed monitoring may be something that can be shared with the Water Council in order to help meet Objective #1 in the Terms of Reference (Explore opportunities for leverage, increasing efficiency, avoiding of duplicate efforts and building on each other's successes.).
  - Watershed monitoring could also help the airsheds.
- The organizations could learn from each other's evaluations. For example, a recent evaluation of Alberta watersheds was done by Rosenberg's group from the University of California.
  - CASA could offer the WC its internal review evaluations.
- The Water Council's focus on dispute resolution doesn't seem as clear to some people. Some people highly value the CASA process to address issues with a science symposium or a subgroup. CASA may be able to assist the Water Council here.
- Members of this team should attend a WC board meeting as observers.

**Action item 2.3: Kerra will discuss attendance of ECWC members at a WC board meeting with the WC Executive Director.**

- WC members should be invited to observe a CASA board meeting. It should be noted that the WC is large (32 members) thus an appropriately-sized venue will be necessary for this meeting. A feedback survey should be provided to WC members in advance of the meeting. An engaging presentation should also be prepared for the meeting.

**Action item 2.4: Invite the Water Council to observe a CASA board meeting.**

**Action item 2.5: Prepare a feedback survey for Water Council members to review in advance of the CASA board meeting and to complete afterwards.**

**Action item 2.6: Prepare an engaging presentation about the Water Council collaboration for the CASA board meeting to which Water Council members are invited.**

- Compare membership lists and projects of the WC and CASA

**Action item 2.7: Kerra will obtain these lists and add discussion of the lists to the agenda for the next meeting. A visual will be prepared to align these lists for ease of discussion.**

## **5. Process for clarifying further linkages**

### *Membership*

Membership on this team will be expanded as per action item 2.1. Members should also consider who is not represented on this team that should be.

**Action item 2.8: Consider if representation from other organizations is needed on this team and prepare to discuss at the next meeting.**

### *Education*

ECWC members will educate themselves about the WC by reviewing the lists of membership and projects for the WC and by attending a WC meeting.

### *Survey*

The survey for WC members to complete after observing a CASA board meeting should include:

- What information does CASA have that could be of value to the WC?
- What membership does the WC have that CASA should have and vice versa?
- What expenditures can be saved by sharing information without jeopardizing the value of the information to either CASA or WC?
- Are there obvious areas of duplication between the WC and CASA?

- Suggestions for process improvement
- Open space for general comments
- A prize could be awarded for survey completion.

The survey will be discussed further at the next meeting.

## **6. Next Meeting**

The team has the following dates available for the next meeting: Feb 4, 22, 25 or 29.

**Action item 2.9: Kerra will poll the committee and new members for availability for the next meeting.**

Adjourned at 10 AM.

# Terms of Reference



## **Enhanced Collaboration with the Water Council Committee**

*Draft 2 2Nov2007, for discussion at 7Dec2007 meeting*

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### **Background:**

At the March 29, 2007 meeting, the CASA board reviewed opportunities for an Enhanced Collaboration between CASA and the Alberta Water Council. After discussing the issue, the board decided to establish a CASA committee to “explore opportunities for collaboration with the Alberta Water Council.”

### **Goal of the Committee:**

Enhance collaboration between CASA and the Alberta Water Council by:

- Identifying opportunities for leveraging resources, increasing efficiency, avoiding duplicate efforts, and building on each others’ successes
- Educating and raising awareness regarding the activities of both the Water Council and CASA
- Demonstrating a commitment to the important linkage between air, land and water at the strategic level

### **Key Tasks for the Committee:**

1. Develop a description of the existing mechanisms for collaboration, including a list of current activities that potentially overlap (addressing the roles of the CASA board, teams, secretariat, and stakeholders from government, NGOs and industry)
2. Brainstorm other collaboration options (for example, what teams can do to collaborate)
3. Identify gaps in CASA’s current collaboration with the Water Council and recognize “bridges” – places where collaboration is working well
4. Make recommendations, report to the CASA board and make information available to the Water Council.
5. Address the need for further public and stakeholder consultation, if any
6. Address implementation and monitoring of any recommendations developed

### **Timelines:**

The committee will work towards the following milestones:

- March or June 2008 – This group will prepare a package for presentation and discussion at the CASA board meeting. The package will include: educational presentation, and drafts of the Terms of Reference, and survey.
- June or September 2008 – Recommendations to the Board, if any

### **Budget:**

No external funds are required for the work at this time. The CASA secretariat will provide project support and stakeholder support as per their policy.

### **Membership:**

Bob Cameron (NGO)  
Kerra Chomlak (CASA Secretariat)

Rejeanne Cool (Industry)  
Carolyn Kolebaba (Government)