

# Draft Minutes



## **CASA and AAC Joint Standing Committee Meeting #1**

Date: February 2, 2011

Time: 10:00 a.m. to 3:00 p.m.

Place: CASA Office, Large Board Room

### **In attendance:**

<b>Name</b>	<b>Stakeholder group</b>
Bev Yee	Alberta Environment
Bill Clapperton	Canadian Association of Petroleum Producers (by phone until noon)
Bob Scotten	West Central Airshed Society
Carolyn Kolebaba	AAMDC
Chris Severson-Baker	Pembina Institute
Kevin Warren	Parkland Airshed Management Zone
Norman MacLeod	CASA
Linda Jabs	CASA

### **With regrets:**

<b>Name</b>	<b>Stakeholder group</b>
Shelly Pruden	Peace Airshed Zone Association

### **Alternate and Corresponding Members:**

<b>Name</b>	<b>Stakeholder group</b>
Al Schulz	Chemical Industry Association of Canada (by phone)
Kristina Friesen	Alberta Capital Airshed Alliance/Alberta Airsheds Council
Myles Kitagawa	Toxics Watch Society of Alberta

Norm MacLeod chaired the start of the meeting, which convened at 10:13 a.m.. Co-chair selection will occur later on the agenda at which time one of the co-chairs will assume the chair.

### **Action Items:**

<b>Action items</b>	<b>Who</b>	<b>Due</b>
1.1: Linda/Norm to draft the matrix and transmittal document by February 15, 2011.	Linda Jabs Norm MacLeod	February 15, 2011
1.2: Linda to poll for dates for a face-to-face meeting on either April 7, 11 or 12	Linda Jabs	February 15, 2011

## 1. Administration

### a. Welcome and Introductions.

Norm welcomed the committee to this inaugural meeting and introductions were made around the table.

### b. Approval of the agenda: Agenda approved by consensus

## 2. Background

Norm provided an overview of the Terms of Reference for the CASA and AAC Joint Standing Committee (JSC), which were crafted from the Final Report of the Airshed Zones Board Committee (AZBC). CASA work often has an impact on airshed zones and collectively the Alberta Airsheds Council (AAC) and the AZBC recommended the formation of the JSC to strengthen the relationship between CASA, the AAC and the individual airshed zones. Norm reviewed the goals of this committee, which are to:

- Ensure effective direct representation of AAC and its members' interests concerning CASA-airshed zones relations and strategic air quality management to CASA Board members.
- Assess the effect of CASA recommendations on the AAC and its members, including funding, and respond as required to any potential impacts.
- Identify and address strategic issues of mutual interest to the CASA Board and AAC and its members, including issues related to air quality management roles and responsibilities.
- Monitor implementation of all recommendations made by the Airshed Zones Board Committee in its final report and determine ways to respond if implementation is not proceeding as expected.

The key tasks from the Terms of Reference will be used as a starting point for discussions that will be taking place later in the day. The JSC will initially meet 4 times in 2011, with a review of the meeting schedule after that.

## 3. Committee Operations

- ### a) Committee members shared their reflections on what makes teams work as well as any positive experiences on teams:
- Absolute clarity about a team's job – knowing what is required to achieve success and lining up the work plan to get there
  - Asking insightful and genuine questions that reveal underlying interests, creating the conditions necessary to arrive at consensus
  - Setting the stage and getting work done between meetings, so that the process is more efficient and meetings are more productive
  - Getting homework done between meetings so that meetings are as efficient as possible
  - Secretariat support between meetings, particularly having Action Items out in a timely manner
  - Having the people around the table that are able to make the decisions whenever possible. There will be times when the various constituencies must be consulted prior to a decision being made
  - The work of the group is considered high priority by both the committee members and others

- There is a willingness to share individual interests so that all members come to the table with what they need from this process; an openness to share interests/needs
- The Secretariat must be able to “translate” conflicting positions, so that differing views are reframed and understood by others
- Project Managers should be the keeper of the joint “narrative” that is created at the table so that the developing shared story can be shared throughout the process
- Committed participants working from an interest based perspective
- Having a structure and process for enabling discussion that is delivered to the Standard of Excellence that CASA has become known for
- The Secretariat must be as invested and committed to the team’s work as the participants, helping them to reach agreement by focusing on their interests
- Mutual respect with meetings beginning and ending on time, clear expression of interests so that the best use is made of participants time
- Remembering to have fun
- Bring an openness to the meetings so that there is a better understanding of the airsheds perspective
- Clarifying the scope of the committee at the outset, focusing on the right issues and determining what information is required to reach an informed decision, increases the likelihood of success
- Don’t be afraid to use the word – “funding “as it has a significant impact on airsheds

The Committee briefly discussed the origins of existing airsheds, and the circumstances that led to their creation in particular areas. Formation of airsheds in areas of the province where none currently exist will have to be initiated by the Province. While not advocating for the creation of a new airshed, both CASA and the AAC would assist any proponents to the extent they are able.

*Committee members agreed that CASA and the AAC could work towards establishing how best to assist in the formation of airsheds.*

b) Ground Rules:

*Committee members agreed that CASA ground rules are well established and they work so they will use them to conduct business in this committee.*

c) Selection of Co-Chair(s)/Role of Co-chair(s)

Experience has shown that it is good practice to have co-chairs and for the purposes of this committee, there should be one co-chair selected from the CASA Board members and one from the Airsheds/AAC because it will help the process to run more smoothly. Having co-chairs also provides the means to ensure that 1) project team members remain accountable to their constituents and that 2) meaningful input is provided to the committee. Bob Scotten will be co-chair on behalf of the Airsheds and the AAC. Bev Yee will be the CASA co-chair, providing a basis to both give and receive advice with respect to the role of airsheds and CASA in regional place-based monitoring.

*The Committee agreed that the workload is to be shared amongst committee members, where possible and not rest solely with the co-chairs.*

At this point Bob Scotten assumed the chair for the remainder of the meeting.

## 4) Roll Out of Terms of Reference

- a) The key tasks outlined in the Committee's Terms of Reference are to:
- 1) Ensure that draft CASA recommendations have been assessed and evaluated to determine their potential effect on AAC and its members.
  - 2) Monitor implementation of 2010 Recommendations from the Airshed Zones Board Committee, assessing progress and proposing other options if necessary.
  - 3) Identify, discuss and make recommendations related to:
    - Policies and strategies that could potentially affect CASA and AAC and its members.
    - Overall policy pressures resulting from government initiatives and pressures coming from stakeholders or the public with respect to air quality management, and
    - Further clarification of the roles, interests and relationship between AAC, airshed zones and CASA.
  - 4) Develop performance measures for the committee's work.
  - 5) Review the "*CASA Airshed Zone Guidelines*" and, if necessary, revise the document.
  - 6) Propose resolution to the question of AAC membership on the CASA Board by 2013.
  - 7) Communicate and share information about AAC and its members with CASA Board members and others, as opportunities arise.
  - 8) Report annually to the CASA Board, including an assessment of progress against the Terms of Reference and performance measures. Based on content of the CASA board book, the committee may want to prepare updates more than once a year.

In discussing the above tasks, it was suggested that items 1, 2, 7 and 8 appear more administrative, while the more substantive elements would appear to be items 3-6.

Discussions ensued regarding the uncertainty around the roles of airsheds and their desire to have some clarity around:

- What the airshed roles might be, including management expectations
- What might happen with respect to boundaries and whether or not there may be some realignment
- Additional pollutants that may require monitoring and what that might mean for airsheds

There was general agreement that the current monitoring requirements are fairly well laid out and there is a good understanding of these requirements amongst the airsheds.

Consistent with the project teams goals, additional tasks that could be undertaken by this Committee are:

- Issues arising from CASA recommendations and from things such as the Air Quality Management System (AQMS- formerly CAMS), which will affect both CASA and the airsheds.

Committee members discussed the current methods for airsheds bringing matters before the CASA Board and agreed that they should get airshed reaction to CASA projects, have the AAC/airsheds bring matters to the table for discussion and then determine how and what should be presented to the CASA Board for consideration. CASA Board members should be well-informed about the potential impacts of new policies on airsheds and the AAC. This Committee also provides the means for both

CASA and AENV to stay well-informed about events “on the ground” and to improve communications between the central players

The strategic nature of this Committee’s Terms of Reference is also consistent with the ongoing development of CASA’s new strategic plan and may inform the discussions of the CASA board at its June retreat.

First Topic for Discussion:

*The Committee agreed that the first topic for further discussion and action is further clarification of the roles, interests and relationship between AAC, airshed zones and CASA as a basis to improve discussions (#3, bullet 3 from the Key Task List). The Committee also agreed that a review of the “CASA Airshed Zone Guidelines” document would be benefit from the Committee’s work on role clarification under #3, and should therefore be scheduled for discussion once work on #3 is complete.*

It was determined that the creation of a discussion document/matrix would provide a useful basis for further committee work. The document could include two parts, one describing the role of airsheds as they exist and, the other directed at new system needs and opportunities in the future. This inventory and description of the various airsheds would increase the committee’s understanding of both current and potential roles.

The document, while directed primarily at informing committee work, would also provide useful information and context for Alberta Environment (AENV) as they consider new air quality monitoring and management approaches. AENV could subsequently bring a Statement of Opportunity to the CASA Board, enabling CASA to further clarify how these new roles might be aligned and implemented in a manner that would be consistent with new proposed planning systems.

The initial discussion document would provide an overview of the range of perspectives from the principal players, rather than attempt to offer recommendations. The committee felt that the preparation of recommendations by consensus, in the next few months, would require a more rigorous approach to airshed consultation, and that the committee would miss the time-limited opportunity to provide important information for AENV’s consideration.

AENV and the Government of Alberta (GoA) face a number of strategic challenges related to the design and implementation of place-based environmental management. Provincial policy sets desirable provincial outcomes, while regional discussions are directed at achieving those outcomes. It is also the province’s responsibility to delineate air zones under the AQMS and questions remain with respect to the number and configuration of airsheds. In addition, AENV suggested that it may be prudent to consider the roll-out of the Lower Athabasca Regional Plan (LARP) in developing a workplan for the committee.

Ultimately, the kind of questions to which AENV requires answers, include:

- What does a place-based approach mean? Would there be different objectives in different areas?
- What would an integrated environmental management framework look like for airsheds and watersheds?

- How would integrated monitoring be done and by who?
- How could collaboration be encouraged at the regional scale? What would the architecture and governance structure look like?

## **b) Establish Work Plan**

In the short term, the questions that are posed to airsheds, and others, should apply to all sectors. The questions should be specific and configured so that information that is provided and shared is in “bite-sized” pieces. Examples of questions are:

- What is your current scope of monitoring?
- What is integrated monitoring?
- What other activities is your airshed involved in; to what extent do you work with your Water Policy and Advisory Council (WPAC);

The Committee should send a set of questions to airsheds as quickly as possible, requesting their timely response. The airsheds might then be able to discuss their submissions as a group with the AAC, after which, any additional comments (beyond the responses to the matrix) could be provided to the JSC. The JSC could then consolidate and provide any required analysis before forwarding the information gathered to AENV.

The matrix format and the embedded questions should be sent with a letter of transmittal that clearly describes both the short-term and longer-term needs of this committee, and AENV, and should include any necessary caveats or disclaimers (e.g. the extent and intent of airshed consultations) with respect to the way in which results are used. The completed document would be an interim product. It would provide a basis for more informed discussion by this committee and would be a useful contribution to ongoing AENV discussion about the role of airsheds.

The committee should consider timing of the roll-out of the Land Use Framework during the development of its workplan. The North Saskatchewan Regional Plan (NSRP) Terms of Reference should be finalized by the end of February 2011.

The Timeframe for the next steps is:

1. Linda/Norm will have a draft of the matrix questions and transmittal document to committee members on or before February 15, 2011. Committee members are encouraged to provide any questions or comments to Linda they would like to have included in the documents prior to that date.
2. A conference call will be held on Friday, February 18 from 9:00 to 10:00 a.m. to finalize the document.
3. The revised document will be sent out on February 22<sup>nd</sup>.
4. Comments on the document are to be returned by Friday, March 11.
5. Linda will poll for dates for a face-to-face meeting that will be held on April 7, 11 or 12.

**Action Item 1.1: Linda/Norm to draft the matrix and transmittal document by February 15, 2011.**

**Action Item 1.2: Linda to poll for dates for a face-to-face meeting on either April 7, 11 or 12.**

**c) Next meeting date:**

The next meeting for the group will be a teleconference that takes place on Friday, February 18 from 9:00 to 10:00 a.m.

<b>Date</b>	<b>Time</b>	<b>Place</b>
February 18	9:00-10:00	Teleconference

**Adjournment – The meeting was adjourned at 2:50 p.m.**