

Minutes



CASA and AAC Joint Standing Committee Meeting #2

Date: 7 December 2011

Time: 10:00am to 2:00pm

Place: CASA Office, Large Board Room

In attendance:

Name	Stakeholder group
Al Schulz	Chemistry Industry Association of Canada
Bill Clapperton	Canadian Association of Petroleum Producers
Bob Scotten	West Central Airshed Society
Carolyn Kolebaba (by phone)	Alberta Association of Municipal District & Counties
Chris Severson-Baker	Pembina Institute
Kevin Warren	Parkland Airshed Management Zone
Sharon Willianen	Alberta Environment and Water
Shelly Pruden	Peace Airshed Zone Alliance
Norman MacLeod	CASA
Celeste Dempster	CASA
Robyn Jacobsen	CASA

Observers:

Name	Stakeholder group
Brian Free	Alberta Environment and Water

Bob Scotten chaired the meeting which began at 10:00am. Quorum was achieved.

Action Items:

Action items	Who	Status
2.1: Bob to send latest AAC minutes to Celeste.	Bob Scotten	As soon as possible
2.2: Once the workplan and next steps for key task 3 are in place, the Committee will develop performance measures (key task 4).	All	Once workplan and next steps for key task 3 are in place.
2.3: Alberta Environment and Water will provide an update at the next meeting on information consolidation with respect to the work being done on sustainable funding for AZs and other AEW partners.	AEW	Next meeting (February)
2.4: Celeste will put together an annotated workplan to be sent out by email in January for initial review by the Committee.	Celeste	January
2.5: Members will review the document from AEW and send any comments to Celeste no later than December 14 th .	All	By December 14 th

2.6: Celeste will compile the comments on the document from AEW and forward them to AEW and the Committee.	Celeste	December 14 th
2.7: Celeste will create a Doodle Poll for the next meeting in February.	Celeste	January

1. Administrative Items

Participants introduced themselves and were welcomed to the meeting.

The agenda and meeting objectives were approved by consensus.

The minutes from meeting #1 were approved by consensus.

Action items from meeting #1 were reviewed as follows:

Action items	Who	Status
1.1: Linda/Norm to draft the matrix and transmittal document by February 15, 2011.	Linda Jabs Norm MacLeod	Matrix was completed but was put aside in light of the report from AEW entitled "Review of Value and Funding Options for AZs and WPACs to Support Cumulative Effects Management".
1.2: Linda to poll for dates for a face-to-face meeting on either April 7, 11 or 12	Linda Jabs	Not completed.

With respect to new membership on the Committee, Nadine Blaney was confirmed as an alternate member representing the AAC and Sharon Willianen was confirmed as an alternate member representing Alberta Environment and Water.

The Committee received an update from Bob Scotten on AAC activities. The AAC held a special meeting in October where two new co-chairs were chosen - Bob Scotten and Jill Bloor. The AAC is currently undergoing an organizational renewal and is working to set up bank accounts in Edmonton and transfer information over to the new AAC officers. Celeste requested that the AAC minutes be made available to CASA. The AAC has drafted a letter to the Minister requesting a meeting to discuss the history and future work of airshed zones (AZs). A pressing issue for AZs is sustainable funding. The document from AEW which accompanies the presentation 'Long-term funding options for ambient air quality monitoring' given by Bob Myrick at the September 2011 CASA Board meeting is being well received by AZs.

Action Item 2.1: Bob to send latest AAC minutes to Celeste.

A question was raised about the name change from 'Alberta Environment' to 'Alberta Environment and Water.' The Committee was directed to Ernie Hui's comments from the December 2011 CASA Board meeting where he spoke on this topic. The government would like to elevate certain key issues, like the Water for Life strategy, that have been lagging. This, however, does not de-

emphasize any other initiative. The Premier has also instructed all Deputy Ministers to foster relationships, engagement and collaboration with NGOs in the province and in turn to receive advice back from these groups. AEW values CASA's work. Additionally, the new Clean Air Strategy will likely be on the Deputy Minister of AEW's agenda early in the new year.

The Committee received an update from Sharon Willianen regarding the Alberta Environment and Water "Review of Value and Funding Options for Airshed Zones and Watershed Planning & Advisory Councils to Support Cumulative Effects Management" report. While it is known that the AZs have value, there had not been a formal evaluation of this partnership. This report offered the opportunity to support AEW staff, AZs and WPACs by putting down on paper the value of continuing this partnership and recognizing what are those qualitative values. The report also recognizes the need for longer-term financial sustainability. AEW is moving to the next stage to consider options and develop them; however, the final work needs to be done at a higher level. A key message of this report is that AZs are seen as a success and underpin air quality monitoring in Alberta. There are several 'balls in the air' that will influence the future of air quality management including CEMS, AQMS, IMERF, regional planning initiatives as well as the monitoring panel recommendations. The government is currently looking at all these pieces. Clarifying the role of AZs is an important piece of work. AZs will be in the new Clean Air Strategy. This is an area where the JSC could contribute.

2. Setting the Tone

In light of the time that has elapsed since the last meeting, members took a few minutes to reflect and share their thoughts on what is important to the Committee as we move forward. A summary of the comments from the roundtable discussion is as follows:

- It is important for the Committee to gain momentum and to continue to operate even in the face of uncertainty.
- Things have changed since the Committee last met, including organizational structure at Alberta Environment and Water (Strategic Relationships section) as well as new tools available from CASA (new Strategic Plan and the Managing Collaborative Processes guide). The Committee can use these as opportunities and resources to be more effective.
- This Committee is a tool to help address the common issues some of which include clarification of roles and responsibilities, funding mechanisms, dealing with strategic issues, key Committee tasks as well as making links and creating understanding between the AAC and CASA. There is a real appetite to rejuvenate the Committee and to put some meaningful recommendations before the CASA Board that address these common issues.

3. CASA Update

Robyn and Norm gave an update on the new CASA Strategic Plan, which was approved in principle at the Board meeting in December 2011, as well as the Managing Collaborative Processes guide that is being prepared. The Strategic Plan and the guide are two new tools that are available to the Committee to help them with their work.

The new Strategic Plan has four Goals. Goal 2 is especially relevant to this Committee. Goal 2 is "To contribute to the continued development and implementation of effective and efficient air quality management in Alberta". Through this goal CASA will pursue opportunities to contribute to

government initiatives, share the consensus decision-making model, provide advice on developing policies and frameworks, and provide a forum where these talks can occur. Overall the new Strategic Plan will help CASA to address macro-level policy issues in a proactive way.

It was also noted that Goal 4 from the new Strategic Plan may be relevant to this Committee. Goal 4 is “To communicate information that builds awareness, understanding, and commitment to air quality management in Alberta”. The airshed zones are a good news story which should be shared. The question was raised, however, that this task may be more suited to the AAC than the Joint Standing Committee. It was also recognized that there are certain areas where the airsheds zones could improve their performance such as providing support for public and ENGO participation. This is a recurring challenge in multi-stakeholder processes.

The Managing Collaborative Processes guide is a guidance document for Project Teams regarding how they operate and speaks to collaborative processes as a whole. It will bring more discipline to project management and focus on front-end work and problem analysis in order to increase the robustness of the process. The Secretariat has also been directed by the Board to take more of a proactive role in project management. The guide is currently in development and the test version will be available in the first quarter of 2012.

The Committee broke for lunch. After lunch Sharon Willianen assumed the chair.

4. Review Purpose of Committee

The Committee took some time to review the Terms of Reference. It was noted that under the “Timelines” section, meetings will be scheduled as required rather than quarterly. The Committee recognized that if the frequency of meetings is increased this may make attendance difficult for those coming from out of town. A possible solution is for members to phone-in to meetings if they cannot attend in person. It is also possible for the Committee to do some work by email.

The Committee then reviewed the prioritization of the key tasks from the last meeting. The Committee confirmed that tasks 1, 2, 7 and 8 were more administrative in nature and that tasks 3-6 offered more substantive work. The Committee agreed that task 3 is the first for consideration. It was also recognized that it will be important to consider task 4 which is to “develop performance measures for the Committee’s work”. Once the workplan and next steps for task 3 are in place, the Committee will develop performance measures. This will help the Committee to measure its progress and to ensure that ensuing reports and recommendations are used in a meaningful way. The Committee agreed that key tasks 5 and 6 are less pressing.

***Action Item 2.2:** Once the workplan and next steps for key task 3 are in place, the Committee will develop performance measures (key task 4).*

5. Develop Actions to Address Key Tasks

The Committee continued to discuss key task 3 which states:

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 relationships between AAC, airshed zones and CASA.

There are many different elements that are wrapped up in this task. The Committee discussed the new initiatives related to air quality management that are in development and the need to define the role of AZs. The Committee also considered external pressures that are facing the AZs. The question of sustainable funding for AZs is of very high importance; it is an issue that must be dealt with in a timely manner. The issue of sustainable funding was emphasized throughout the meeting.

Action Item 2.3: *Alberta Environment and Water will provide an update at the next meeting on budget consolidation with respect to the work being done on sustainable funding for AZs.*

The Committee determined that a baseline understanding of air quality management initiatives affecting Alberta was an important first piece. This piece would provide a snapshot of the current state of affairs allowing the Committee to identify gaps that should be addressed. This follows the earlier discussion around CASA's new Strategic Plan and the Managing Collaborative Processes guide. These tools allow CASA to be proactive by pursuing opportunities to contribute to government initiatives, providing advice on developing initiatives and frameworks, and focusing on front-end work to ensure a robust, efficient process. This first piece could take the form of a report which identifies gaps based on a snapshot of the current state of affairs. This information could then be used to make recommendations to address to the gaps.

This first piece can be divided into two components. The first component pulls together all the current information about air initiatives:

- What do we know about the system?
 - What are the pieces?
 - Initiatives (top-down)
 - Pressures facing airshed zones (bottom-up)
 - What are the unknowns?
 - Including air initiatives currently in development

The second component examines how this relates to airshed zones:

- How does this impact the airshed zones? For example:
 - Funding
 - Capacity
 - Roles

The Committee started brainstorming elements that should be included in this first piece and are listed as follows in no particular order:

- IMERF
- CEMS (including modeling)
- National AQMS
- New Clean Air Strategy
- Ambient Air Strategy
- Federal/provincial monitoring results
- Air Management Frameworks
- Air Monitoring Directive
- Airshed zone funding documents

The Committee agreed that, based on today's discussion, Celeste would put together an annotated workplan. The annotated workplan will be emailed to the Committee in January for initial comment. The workplan will be expanded as the Committee continues its discussion at the next meeting and decides on next steps.

***Action Item 2.4:** Celeste will put together an annotated workplan to be sent out by email in January for initial review by the Committee.*

6. Other Business

Sharon Willianen shared a one page document from Alberta Environment and Water concerning the roles description to be included in the draft Clean Air Strategy. The purpose of sharing this document was to get some initial feedback regarding the ideas being put forward around the roles of partner organizations. This document was presented with the understanding that it would not be shared beyond Committee members. Since there was not enough time to comment during the meeting, the Committee decided that they would email their comments to Celeste who will compile and email them to AEW and the Committee.

***Action Item 2.5:** Members will review the document from AEW and send any comments to Celeste no later than December 14th.*

***Action Item 2.6:** Celeste will compile the comments on the document from AEW and forward them to AEW and the Committee.*

7. Next Steps

The Committee agreed to meet again in February. After a brief discussion around dates, it was decided that Celeste would create a Doodle Poll for the week of February 13th keeping in mind that members had commitments on the 14th and 16th.

***Action Item 2.7:** Celeste will create a Doodle Poll for the next meeting in February.*

Before adjourning, members briefly shared their thoughts on today's meeting. There was a positive reaction to today's meeting and a feeling that the Committee is started to build some momentum. It was mentioned that the next meeting should be longer to allow more time for discussion.

The meeting adjourned at 2:10pm.