

Minutes



CASA and AAC Joint Standing Committee Meeting #5

Date: 11 July 2012

Time: 1:30pm to 3:30pm

Place: Teleconference

In attendance:

Name	Organization
Bev Yee	Alberta Environment and Sustainable Resource Development
Chris Severson-Baker	Pembina Institute
Gordon Erlandson	Erlandson Consulting Inc.
Kevin Warren	Parkland Airshed Management Zone
Sharon Willianen	Alberta Environment and Sustainable Resource Development
Shelly Pruden	Peace Airshed Zone Association
Norman MacLeod	CASA
Celeste Dempster	CASA

With regrets:

Name	Organization
Al Schulz	Chemistry Industry Association of Canada
Bob Scotten	West Central Airshed Society
John Squarek	Canadian Association of Petroleum Producers
Carolyn Kolebaba	Alberta Association of Municipal Districts & Counties

Action Items:

Action items	Who	Status
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	Carry forward. Once workplan and next steps for key task 3 are in place.
5.1: Since quorum was not achieved, Celeste will contact the third AAC member as well as the industry members to update them on the meeting and request input on items as required.	Celeste	By next meeting.
5.2: Any residual comments on the Discussion Paper should be submitted to Celeste no later than July 20 th .	All	July 20 th
5.3: Shelly will send the Discussion Paper to the AZ Executive Directors/AAC on behalf of the JSC who can then transmit it to AZ Board members.	Shelly	Once Discussion Paper finalized.
5.4: The CASA Secretariat will transmit the Discussion Paper to the AWC and WPACs on behalf of the JSC.	Celeste	Once Discussion Paper finalized.
5.5: Bev will transmit the Discussion Paper to the GoA on behalf of the JSC.	Bev	Once Discussion Paper finalized.

5.6: Bev will transmit the Discussion Paper, under separate cover, to the new organization that is being formed headed by Ernie Hui at the appropriate time.	Bev	Once Discussion Paper finalized.
5.7: Celeste will poll for dates for the next meeting in late fall after the decisions from government have been announced.	Celeste	Fall 2012.
5.8: The CASA Secretariat will prepare a foil to be discussed at the next meeting that, for each key task in the Terms of Reference, describes observations and assumptions and provides possible options for future JSC action.	Celeste	By next meeting.

1. Administrative Items

The meeting began at 1:35pm. Participants introduced themselves and were welcomed to the meeting. Quorum was not achieved as only two members of the AAC were present (and three are required to achieve quorum) and no industry representative was present.

Action Item 5.1: Since quorum was not achieved, Celeste will contact the third AAC member as well as the industry members to update them on the meeting and request input on items as required.

The agenda and meeting objectives were approved. The minutes from meeting #4 were not reviewed as not all participants had copies; they will be submitted for Committee approval at the next meeting.

The action items from meeting #4 were updated as follows:

Action items	Who	Status
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	Carry forward. Once workplan and next steps for key task 3 are in place.
4.1: Since quorum was not achieved, Celeste will contact the third AAC member, Kevin Warren, as well as the NGO member, Chris Severson-Baker, to update both on the meeting and request input on items as required.	Celeste	Done. Celeste updated members and no issues were raised.
4.2: Norm will confer with Bev Yee and Sharon Willianen regarding government membership on the Committee.	Norm, Bev and Sharon	Done. See below.
4.3: Celeste will update the Annotated Table of Contents based on the Committee's comments and email it to the Committee along with a list of 1) the principal consultant and 2) other CASA staff and related contributors.	Celeste	Done.

Action Item 4.2: Sharon Willianen is not a Board member but is highly involved with airshed zones at AESRD and provides valuable insight into Committee discussions. She will remain involved with Committee activities with observer status.

2. JSC Discussion Paper

Gordon Erlandson provided an overview of the JSC Discussion Paper that was prepared by Gordon and Randy Angle. The paper is a consultant's report that has been developed with input from the CASA Secretariat as well as the small group from the JSC and follows the table of contents that was written by the JSC. The Discussion Paper is divided into five parts:

- Functional components of Alberta's Air Quality Management System;
- Roles and responsibilities of the organizations delivering aspects of the system;
- Relationship among organizations;
- Government initiatives with implications for delivery of air quality management; and
- Issues or inconsistencies that the JSC may wish to address.

Norm added that this document represents a foundation piece that aggregates the available data on air quality management in Alberta. The questions that are posed in the System Challenges section are well known and align well with the activities in Alberta around air quality management.

JSC members provided comments to increase the accuracy of the JSC Discussion Paper which will be incorporated into the Paper by Gordon and Randy:

- The function of emitters is limited to 'economic enterprises' when transportation, agriculture and public emitters also contribute. Gordon and Randy will review and revise the definition of emitter included in the Discussion Paper.
- There is a typo in Figure 3 where it reads "Municipal NGOs".
- NGOs are not restricted to acting only through CASA of the AZs.
 - This will be reflected in a footnote added to Appendix B.
- On p.20, the description of the NAQMS should describe how the components are integrated.
- On p.29, the section on sustainable funding should reflect that technical and human resources also need to be sustainable.
- In Table 1, under 3.0 Environmental effects information, AESRD/GoA should be listed as 'R' rather than 'C'. This should also be changed in Appendix B.
- Add a list of figures and tables to the table of contents.
- On p.26, 2nd last paragraph, the language "preferred alternative" should be revised to better reflect the current situation.
- In Appendix C, the consulting done by the Government of Alberta with the AZs has not been captured.

Action Item 5.2: Any residual comments on the Discussion Paper should be submitted to Celeste no later than July 20th.

3. Linkages to JSC Discussion Paper

It should be noted that the roll-out of Alberta's and the national AQMS will affect how the JSC addresses the questions posed in the Discussion Paper and what progress can be made with respect to these questions.

4. Report to CASA Board?

The JSC decided to make a short presentation to the CASA Board at the September Board meeting. The presentation will give a high level overview of the JSC Discussion Paper describing why the report was commissioned, a short summary of the contents, and next steps (see Item 6).

5. Transmittal

The JSC Discussion Paper will be provided to anyone who requests a copy. The Committee noted that there are several groups that will be interested in reading the JSC Discussion Paper and discussed formal transmittal of the JSC Discussion Paper once it has been finalized.

Action Item 5.3: Shelly will send the Discussion Paper to the AZ Executive Directors/AAC on behalf of the JSC who can then transmit it to AZ Board members.

Action Item 5.4: The CASA Secretariat will transmit the Discussion Paper to the AWC and WPACs on behalf of the JSC.

Action Item 5.5: Bev will transmit the Discussion Paper to the GoA on behalf of the JSC.

Action Item 5.6: Bev will transmit the Discussion Paper, under separate cover, to the new organization that is being formed headed by Ernie Hui at the appropriate time.

6. Next Steps

The Committee discussed next steps arising from the JSC Discussion Paper, specifically with respect to the questions outlined in the Systems Challenges section. The Provincial and Federal Governments are due to announce several decisions relating to air quality management this fall after which the JSC would be better positioned to work on some of these questions. At this time, the JSC will be able to discern which questions remain outstanding and where the JSC should focus its efforts and could add value.

Action Item 5.7: Celeste will poll for dates for the next meeting in late fall after the decisions from government have been announced.

It was also noted that the JSC Discussion Paper helps to address several key tasks from the JSC's Terms of Reference, specifically 3 and 7. While waiting for government to make their announcements this fall, it would be efficient to begin scoping some of the other key tasks in the Terms of Reference.

Action Item 5.8: The CASA Secretariat will prepare a foil to be discussed at the next meeting that, for each key task in the Terms of Reference, describes observations and assumptions and provides possible options for future JSC action.

7. Next Meeting

The Committee reviewed the Action Items from the meeting.

The meeting adjourned at 3:05pm.