

# Minutes



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## Performance Measures Review Working Group meeting #7

Date: 23 October 2012

Time: 10:00 am – 12:00 pm

Place: Teleconference

### In attendance:

Name	Stakeholder group
Ann Baran	Southern Alberta Group for the Environment
Cindy Christopher	Imperial Oil
Peter Darbyshire	Graymont Inc.
Robyn Jacobsen	CASA
Carolyn Kolebaba	Alberta Association of Municipal District & Counties
David Lawlor	ENMAX
Crystal Parrell	Alberta Environment and Sustainable Resource Development
Ruth Yanor	Mewassin Community Council
Celeste Dempster	CASA

The meeting began at 10:05am. Quorum was achieved.

### Action Items:

Action items	Who	Update as of 8 January 2013
7.1: Celeste will complete the minutes from meeting #6 and send to the group.	Celeste	Complete.
7.2: Celeste and Robyn will provide wording for the new financial performance measure discussed at meeting #7.	Celeste and Robyn	Complete.
7.3: Group members will email Celeste their typo/editorial comments by Thursday October 23 <sup>rd</sup> at noon.	Celeste	Complete.
7.4: Celeste will update the Performance Measurement Strategy based on the discussions at meeting #7 and typo/editorial comments received by October 23 <sup>rd</sup> at noon.	Celeste	Complete.
7.5: Celeste will update the 2012 Performance Measures Review Report based on the discussions at meeting #7.	Celeste	Complete.
7.6: Members will provide a briefing on the performance measures review at their caucus meetings in advance of the CASA Board meeting.	All	Complete.
7.7: Celeste will provide key messages that members will use to provide the briefing at their caucus meetings in advance of the Board meeting.	Celeste	Complete.

# 1) Administrative Items

Participants were introduced and welcomed to the meeting.

The agenda and meeting objectives were approved by consensus

The minutes from meeting #6 are not yet complete and so could not be reviewed by the group.

**Action Item 7.1: Celeste will complete the minutes from meeting #6 and send to the group.**

Based on the content and discussion at today’s meeting, the action items from meeting #6 can be updated as follows:

Action items	Who	Due
6.1: Celeste will update Appendix 4 (Guidelines for Project Teams) of the Strategy as discussed at meeting #6.	Celeste	Complete.
6.2: Celeste and Robyn will investigate a financial performance measure relating to sustainability and CASA’s ‘reserve fund’.	Celeste and Robyn	On today’s (meeting #7) agenda for discussion.
6.3: Celeste will update the Performance Measurement Strategy as discussed at meeting #6.	Celeste	Complete.
6.4: Celeste will update the 2012 Performance Measures Review Report as discussed at meeting #6.	Celeste	Complete.
6.5: Celeste will send out a meeting notice for a teleconference on Monday October 22 <sup>nd</sup> from 10am – 12pm to review the next drafts of the Performance Measurement Strategy and the 2012 Performance Measures Review Report.	Celeste	Complete.

# 2) Draft Performance Measurement Strategy

The group has already reviewed much of the content in the Performance Measurement Strategy at previous meetings. To be efficient, the group focused on the sections of the Strategy still require discussion:

- Changes to Section 6.2 (Review Process):
  - The group reviewed and approved the changes to this section that were discussed at meeting #6.
- Appendix 4: Guidelines for Project Teams
  - The ‘S’, ‘M’, ‘A’, ‘R’, ‘T’ in specific, measurable, action-oriented, realistic, time-bound should be capitalized for emphasis.
  - A reference to the Managing Collaborative Processes guide should be added to the first paragraph to highlight it as a reference for project teams.
- Financial measures:
  - In response to the request at meeting #6 (Action Item 6.2), Celeste and Robyn investigated a performance measure relating to sustainability and CASA’s ‘reserve fund’. CASA’s financial year ends in December, while GoA’s ends in April. In order to bridge this gap, CASA keeps an operating fund. At the Board meeting on September 27<sup>th</sup> 2012, it was brought to the attention of Board members that this fund

has been shrinking. The group decided that a good measure of CASA's financial sustainability would be around this item and keeping 3 months (the amount recommended by CASA's auditors) of operating funds in reserve.

- Titles:
  - The group reviewed and confirmed the title for the Performance Measurement Strategy, Appendix 1 (CASA Logic Model Diagram) and Appendix 2 (Comprehensive Performance Measurement Framework).
- Other comments:
  - CAMS and ppm will be added to the list of acronyms.
  - The group highlighted a variety of typos/editorial comments.
  - The group discussed if there were too many measures and indicators. There are more now than was in the previous list, but the new list is more inclusive and looks at more aspects that important to CASA. We've taken into consideration the extra work that may be involved in calculating the measures/indicators and the Secretariat can raise a flag if it becomes too high. We are also including a recommendation in the Final Report that calls for a review after the first round of calculating the new measures/indicators; it will be possible to make adjustments at this time if the burden is too high. The group has put a great deal of work into the new list and it would be a shame not to bring the inclusive list to the Board and ask their advice.
  - In Appendix 2, we should add a reference to Appendix 6 which provides more detailed information on this measure.

***Action Item 7.2: Celeste and Robyn will provide wording for the new financial performance measure discussed at meeting #7.***

***Action Item 7.3: Group members will email Celeste their typo/editorial comments by Thursday October 23<sup>rd</sup> at noon.***

***Action Item 7.4: Celeste will update the Performance Measurement Strategy based on the discussions at meeting #7 and typo/editorial comments received by October 23<sup>rd</sup> at noon.***

### **3) Draft Final Report**

The group reviewed and discussed the 2012 Performance Measures Review Report:

- As discussed at meeting #6, the detailed information from the Methodology Section of the Strategy has been moved to the Report.
- The group reviewed the recommendations at the end of the Report. As this is a working group, no recommendation to disband needs to be included in the report.
- The last idea in the third paragraph needs to be revised for clarity ("It was the agreement of the PMRWG that...").

***Action Item 7.5: Celeste will update the 2012 Performance Measures Review Report based on the discussions at meeting #7.***

### **4) December 13<sup>th</sup> Board Meeting (Edmonton)**

The PMRWG will present the Performance Measurement Strategy and the 2012 Performance Measures Review Report to the Board at the December 13<sup>th</sup> Board meeting. They will be accompanied by a Decision Sheet and a presentation. David Lawlor and Peter Darbyshire volunteered to present. The group discussed that the content of the presentation should include:

- A review of the fundamentals
- A history of the process including how the performance measures and indicators have evolved
- A review of the new performance measures and indicators

Visuals of CASA's Logic Model Diagram and performance measure/indicators table are valuable tools and it would be useful to have some large posters to place around the meeting room.

## **5) Next Steps**

The group reviewed the workplan and recognized that timelines to complete the Strategy and Final Report in time for the December 13<sup>th</sup> Board meeting are tight. All members expressed their commitment to preparing the two documents in time for the December Board meeting.

***Action Item 7.6: Members will provide a briefing on the performance measures review at their caucus meetings in advance of the CASA Board meeting.***

***Action Item 7.7: Celeste will provide key messages that members will use to provide the briefing at their caucus meetings in advance of the Board meeting.***

The meeting adjourned at 11:05am.