

Final Minutes



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Performance Measures Subcommittee Meeting #39

Date: Thursday, May 17 2007

Time: 1:30pm to 2:30pm

Place: Teleconference Call

In attendance:

Name	Organization
Jillian Flett	CASA
Brian Free	CASA
Mary Griffiths	The Pembina Institute
Bob Myrick	Alberta Environment
Ted Stoner	Canadian Petroleum Products Institute

Regrets: None!

Action Items

Task	Who	When
34.8 Revise the description of the methodology.	Brian Free	July
37.1 The Confined Feeding Operations team will be contacted to determine what they suggest as a performance indicator related to odour.	Brian Free	Summer
37.3 A timeline showing the status of projects in the Alberta oil sands will be found and distributed to the Subcommittee.	Mary Griffiths	For next meeting
37.4 The table of responses to Martha Kostuch's comments will be completed and distributed to the Subcommittee and then to Martha.	Brian Free	June 8
37.7 The March draft report will be revised to make it factually correct.	Brian Free	June 8
37.8 A further assessment of low-rated recommendations from 2002 will be prepared for the Board.	Brian Free	May 21

Task	Who	When
37.9 The Communications Committee will be asked to review the 2004 stakeholder survey and suggest changes. They will also be asked to advise on the “expert review”.	Sharon Hawrelak	Awaiting their feedback.
38.2 Subcommittee members will consult with their sectors regarding the acceptability of our new & improved recommendations.	Bob Myrick, Ted Stoner, Mary Griffiths	June 20
38.3 The PowerPoint presentation to the Board will be revised.	Brian Free	June 8
39.1 Recommendation 7, asking AENV to report emissions trends on their website, will be modified to ask that a link to this information be added to the CASA website and vice versa.	Brian Free	May 23
39.2 The CASA Working Group for the 5-year EPT review will be asked to include a task for the Review’s project team to recommend some suitable performance indicators.	Jillian Flett	Before the Working Group finalizes the terms of reference.
39.3: The reports will be re-formatted to clarify the headings and report structure and to make it look more like an official “report to the Board”.	Brian Free	June 14
39.4: A summary of how the Board’s input was considered will be researched and added to the report.	Mary Griffiths	ASAP
39.5: The Updated Report to the Board will be revised and distributed to the Subcommittee before it is finalized and added to the Board’s package.	Brian Free	ASAP
39.6: The Background Information report will be revised and distributed to the Subcommittee before it is finalized for the Board meeting.	Brian Free	June 14

Brian Free chaired the meeting. It commenced at 1:30pm

1. Introductions

2. Administration

a) The agenda and meeting purpose were approved.

b) The Minutes from Meeting #38 were reviewed.

- Mary suggested two minor changes to be made before posting the Minutes on the web. With those changes, the Minutes were approved.

c) The Action Items from the Meeting #38 Minutes were reviewed.

34.8 Revise the description of the methodology. **Carry forward.**

- Brian will familiarize himself with report and begin revisions following the Board's acceptance of our recommendations.

35.3 Do the statistical analysis of the odour complaint data Marianne has collected. **Deferred.**

- This will be deferred until the CFO team is consulted. (This item will be covered by AI 37.1)

35.4 Check the EUB report with respect to terminology to be used around coalbed methane.

Done.

- Brian confirmed that the flaring and venting data from the EUB report STB-50 includes data from coalbed methane sources. It was agreed that for the period of our analysis, coalbed methane drilling was not yet a significant activity.

37.1 The Confined Feeding Operations team will be contacted to determine what they suggest as a performance indicator related to odour. **Carry forward.**

37.3 A timeline showing the status of projects in the Alberta oil sands will be found and distributed to the Subcommittee. **Carry forward.**

- Mary recalled coming across a good overview of the oilsands projects' status and will forward it to Brian.

37.4 The table of responses to Martha Kostuch's comments will be completed and distributed to the Subcommittee and then to Martha. **Carry forward.**

- Brian will complete this before the next Board meeting.

37.5 Bob Myrick will consult with his AENV colleagues to determine the acceptability of these emissions performance indicators. **Done.**

- Bob has briefed his Directors and will be briefing Peter Watson before the Board meeting.

37.7 The March draft report will be revised to make it factually correct. **Carry forward.**

37.8 A further assessment of low-rated recommendations from 2002 will be prepared for the Board. **Carry forward.**

- Brian has much of the required information, but is still waiting for a couple of call backs.

37.9 The Communications Committee will be asked to review the 2004 stakeholder survey and suggest changes. They will also be asked to advise on the "expert review". **Carry forward.**

- The May 17 Communications Committee meeting was postponed, but our request is still on their agenda

38.1 The completed Executive Summary will be distributed to the Subcommittee. **Done.**

38.2 Subcommittee members will consult with their sectors regarding the acceptability of our new & improved recommendations. **Carry forward.**

- Subcommittee members will continue to consult, as needed.

38.3 The PowerPoint presentation to the Board will be revised. **Carry forward.**

3. Roundtable – feedback from consultations

Ted

- Ted has heard from the CPPI and is still waiting to hear from CAPP.
- CPPI commented that the energy use indicator for Performance Measure 1c is too indirectly related to air quality. Ted's point was that it is still very related to the work of CASA teams. The Renewable and Alternate Energy project recommended such a measure.

Mary

- Mary has heard from the AEN Clean Air / Energy caucus.
- Concern was expressed that we have dropped so many emissions indicators. Mary observed that the Board had not directed the removal of these emissions trends as indicators, but that we were asked to clearly identify which ones applied to CASA work and which did not.
- Mary explained to them that we will recommend that AENV report these other emissions trends on their website. Mary suggested that we modify our recommendation to ensure that there is a hyperlink to this information from the CASA website. The Subcommittee agreed.

Action Item 39.1 Recommendation 7, asking AENV to report emissions trends on their website, will be modified to ask that a link to this information be added to the CASA website and vice versa.

- An AEN caucus member also pointed out that the Electricity Project Team (EPT) had recommended in their 2003 report, that “hot spots” and certain priority substances be tracked. These would be suitable performance indicators.
- Our Subcommittee welcomes suggestions from CASA teams. This particular suggestion was not raised during our recent consultations with the teams. The Subcommittee suggests that the current Working Group for the 5-year EPT review should include this suggestion for performance indicators as something to consider during the review.

Action Item 39.2 The CASA Working Group for the 5-year EPT review will be asked to include a task for the Review's project team to recommend some suitable performance indicators.

Bob

- Bob has discussed our recommendations with his Directors and no concerns have been raised. He has sent a briefing note up to Peter Watson and will be meeting with Peter before the Board meeting.

4. Review of the May 10 draft Summary report.

- It needs to be re-formatted to make it easier to follow the headings and sub-headings. The recent report from the Renewable & Alternative Energy team may be a good example.

Action Item 39.3: The reports will be re-formatted to clarify the headings and report structure and to make it look more like an official “report to the Board”.

- Rename the Summary Report to “Updated Report to the Board”. This is what will go in the Board briefing binder. The Main Report will be called “Background Information” and will be available at the Board meeting as a companion document.
- Jillian suggested that the Recommendations be presented as simple, direct statements with the context provided separately.
- It was pointed out that we identified input from the Board as a step during our review, but we don’t mention it in the report. Mary offered to investigate this and a statement will be included in the report to summarize how the Board’s input was considered.

Action Item 39.4: A summary of how the Board’s input was considered will be researched and added to the report.

- Another step we identified was to “glean ideas from reports” that we came across. Marianne English did research how other organizations and jurisdictions approached performance measurement and she was well acquainted with the literature.
- The appendices in the previous report to the Board that contain the tables and graphs of indicator trends will not be included in the report to the Board nor the background information. These calculation protocols and the calculations of current indicator values will be added to the “Methodology Report”.
- Odour complaint data related to upstream oil & gas will be added as an indicator for Performance Measure 1a – ambient air quality. It relates to flaring and venting activity.

Action Item 39.5: The Updated Report to the Board will be revised and distributed to the Subcommittee before it is finalized and added to the Board’s package.

Action Item 39.6: The Background Information report will be revised and distributed to the Subcommittee before it is finalized for the Board meeting.

5. Reporting on low-rated recommendations

- Brian reported on this under Action Item 37.8.

6. Strategy for June 21 Board meeting

- The Updated Report to the Board will be presented for Board approval. It contains all of our recommendations. The Background Information does not require Board acceptance/approval.
- A draft presentation will be discussed at the next meeting.

7. Next Meeting

- The next meeting will be a teleconference call, held at 9:30am on Friday June 15.
- The meeting adjourned at about 2:45pm.