

Final Minutes



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Performance Measures Subcommittee Meeting #40

Date: Friday, June 15 2007

Time: 3pm to 4pm

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
37.4 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
37.8 A further assessment of low-rated recommendations from 2002 will be prepared for the Board.	Brian Free	May 21
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.
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
40.1: Determine whether Recommendation #1	Brian	ASAP

Task	Who	When
was presented already at the March Board meeting.		
40.2: Determine whether there is a Principle that suggests that we should be focusing on emissions only in areas of CASA action.	Brian	ASAP
40.3: Revise the PowerPoint presentation and circulate it to the Subcommittee.	Brian	ASAP

The meeting commenced at 1:30pm

1. Introductions

2. Administration

a) **The agenda and meeting purpose were approved.**

b) **The Minutes from Meeting #39 were reviewed.**

- Following a discussion about the naming of people in the Minutes who were not at the meeting and whose comments are being reported by a Subcommittee member, it was decided to remove such names from Section 3 of the Minutes – Feedback from Consultations.
- With those revisions, the Minutes were approved.

c) **The Action Items from the Meeting #39 Minutes were reviewed.**

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

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. **Done.**

- Mary has forwarded a document with this information.

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 and distribute to the Subcommittee ASAP.

37.7 The March draft report will be revised to make it factually correct. **Replaced by Action Item 39.6 – Background Information report.**

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 further assessment of the Pollution Prevention /Continuous Improvement recommendations. Considered whether to push to present this at the June Board meeting, but decided to defer to the September Board meeting.

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 Communications Committee meeting is still actively engaged in this item.

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

- Bob Myrick reported no concerns with our report from AENV. They are considering the reporting of emissions trends, as we will be recommending. They may incorporate it into either the SOE website or sustainability reporting.
- Ted has had no feedback from the industry sector.
- Mary has consulted with the AEN Clean Air / Energy caucus. There are some concerns regarding the dropping of several emissions trends from our performance indicators. IN particular, the failure to include “List 2” substances from the Electricity Project Team report is an issue. They have not decided whether this issue will be raised at the Board meeting.
- Jillian noted that she raised the question of including a consideration of performance indicators in the Term of Reference for the EPT’s 5-year review, but the working group has not incorporated that suggestion.

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

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. **Done.**

- This was done, but the wording was not carried into the report to the Board. It will be captured in the Background Information report.

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. **Done.**

- As Jillian reported above.

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”. **Done.**

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

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. **Done.**

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

- Brian will complete and forward it ASAP.

3. Review of the PowerPoint presentation to the Board.

Ted Stoner led a slide-by-slide review of the PowerPoint presentation. Seen next draft presentation for details

- Dropped slides 3 and 4.
- Mary offered edits for slide 5.
- Definitions slide okay
- Need to check recommendation re wording of Principle was presented in March – Is it new?

Action Item 40.1: Brian will determine whether Recommendation #1 was presented already at the March Board meeting.

- Slide 8 re focus on indicators related to CASA activity: Is this a Principle?

Action Item 40.2: Brian will determine whether there is a Principle that suggests that we should be focusing on emissions only in areas of CASA action.

- Slide 9 was reworded to drop names of specific teams. Teams should create their own indicators.
- Refer to Recommendation 15 in Slide 10 – add reference to website links.
- In slide 11 with list of all performance measures, highlight those that attracted Board discussion. i.e. 1b, 1c
- Keep slides 12 to 19
- Replace Conclusions with the 2 decisions we are requesting.
- Drop the remaining slides that pertain to PM #3's low-rated recommendations

Action Item 40.3: Brian will revise the presentation and circulate it ASAP.

4. Next Meeting

- The next meeting will be at the CASA office, held at 9:30am on Wednesday July 25.
- The meeting adjourned at about 4:10pm.