

# Final Minutes



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## *Performance Measures Subcommittee Meeting #41*

Date: Wednesday, July 25, 2007

Time: 10:30am to 1:30pm

Place: CASA Office, Edmonton

### In attendance:

| Name                        | Organization                          |
|-----------------------------|---------------------------------------|
| Brian Free                  | CASA                                  |
| Mary Griffiths              | The Pembina Institute                 |
| Bob Myrick (joined at 11am) | Alberta Environment                   |
| Ted Stoner                  | Canadian Petroleum Products Institute |

### Regrets:

|               |      |
|---------------|------|
| Jillian Flett | CASA |
|---------------|------|

### Action Items

| Task   | Who                    | When                 |
|--|------------------------|----------------------|
| <b>34.8</b> Revise the description of the CASA methodology handbook regarding new emissions indicators.  | Brian Free             | August               |
| <b>37.1</b> The Confined Feeding Operations team will be contacted to determine what they suggest as a performance indicator related to odour.               | Brian Free             | August               |
| <b>41.1</b> The Subcommittee's final Minutes will be posted on the CASA website.   | Brian Free             | Soon                 |
| <b>41.2</b> A letter from the Secretariat will be sent to Alberta Energy, requesting a status report on two recommendations from the Flaring & Venting Team. | Brian Free             | September            |
| <b>41.3</b> The Subcommittee's final report to the Board will be revised to add two items to Recommendation 14 and drop the odour complaints indicator.      | Brian Free             | August               |
| <b>41.4</b> The Subcommittee's report on further assessment of low-rated recommendations from 2002 will be revised, proof-read and re-formatted.             | Brian Free             | For our next meeting |
| <b>41.5</b> Calculations for the 2007 performance measures will be assembled for the Subcommittee's consideration.   | Bob Myrick, Brian Free | For our next meeting |

| Task  | Who        | When                 |
|---|------------|----------------------|
| <b>41.6</b> The CASA Handbook will be updated, based on our experience with the calculations for 2007.                                | Brian Free | January              |
| <b>41.7</b> Feedback on the stakeholder survey will be given to the Communications Committee and a new draft survey will be produced. | Brian Free | For our next meeting |

The meeting began at 10:30am

## 1. Introductions

## 2. Administration

### a) Approval of agenda and meeting purpose.

- Added “Next meeting date” to the end of agenda and then approved it.

### b) The Minutes from Meeting #40 were reviewed.

- Minutes were approved with no changes.

**Action Item 41.1: Brian will ensure that the Subcommittee’s final Minutes are posted on the CASA website.**

### c) The Action Items from the Meeting #40 Minutes were reviewed.

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

- Brian will revise the wording to clarify the intent of this task.... CASA Secretariat’s handbook is to be revised regarding new emissions indicators

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

- The Project Manager for the CFO team recently retired, so Brian will have to follow-up again to get the CFO team’s input.

#### 37.4 The table of responses to Martha Kostuch’s comments will be completed and distributed to the Subcommittee and then to Martha. **Done.**

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

- Brian circulated the further evaluation of these low-rated recommendations. It included a suggestion to have the Secretariat or Flaring & Venting team send a letter to Alberta Energy requesting an update regarding their two low-rated recommendations. Agreed that Brian should do this in preparation for the F&V Team’s next meeting in January.

**Action Item 41.2 Brian will draft a letter from the Secretariat to Alberta Energy requesting a status report on Recommendations 4 and 13, which seek to broaden the OFSG program.**

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”. **Done.**

- This is an item on today’s agenda.

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

40.1: Determine whether Recommendation #1 was presented already at the March Board meeting. **Done.**

- Brian reviewed the March meeting documents, and it had not been presented.

40.2: Determine whether there is a Principle that suggests that we should be focusing on emissions only in areas of CASA action. **Done.**

- No explicit principle was found, but our focus remains on those emissions related to CASA action. We expect AENV to report on other important emissions trends.

40.3: Revise the PowerPoint presentation and circulate it to the Subcommittee. **Done.**

### 3. Review of CASA Board’s June 21 meeting and follow-up meeting with Alex Mackenzie

- An excerpt from the Board’s draft Minutes was circulated, describing the presentation and discussion of our Performance Measures Review. There was direction from the Board to add two points to recommendation 14; to consult with the Electricity Framework 5-year review team regarding relevant indicators from their work and to re-evaluate the value of odour complaints as potential performance indicators.
- Although we had been unsuccessful in getting performance measurement included in the terms of reference for the Electricity Framework review, we will still pursue their input on this matter.
- Regarding odour, conversations with members of the Flaring & Venting Team confirmed that their team did not address odour issues, so an indicator related to odour complaints is inappropriate. With respect to confined feeding operations, current Task 37.1 will address this issue.
- The Board also directed that we work with Alberta Health & Wellness to address the indirect link between CASA work and emissions. Having met with Alex Mackenzie on June 27, it appears that the block to consensus on the emissions indicators will be removed and no further action is needed.

**Action Item 41.3: Brian will revise the Sub-committee's final report to the Board to add the two items to Recommendation 14 and drop the odour complaints indicator under Performance Measure 1a.**

- At the September Board meeting, we will also present the further evaluation of the low-rated recommendations. The current document needs a little more background information, indicating when we originally presented the assessments to the Board. The report needs to be proof-read and put into a final format.
- We will provide this review of low-rated recommendations as information for the Board, and will not make any suggestions regarding follow-up on these recommendations.

**Action Item 41.4: Brian will add some introductory text to the current draft report on the further assessment of low-rated recommendations from 2002 and have it proof-read and re-formatted.**

#### **4. Review of Performance Measures list and calculations needed for the 2007 Annual Report.**

- This item was moved forward in agenda.
- Reviewed the performance indicators required for the 2007 annual report. Performance measures #1, #2 and #4 are only calculated every three years and 2007 is the year for this. The review will be based on 2006 data. PMs #3 and #5 are calculated annually.
- Performance Measure #1a – Bob will have the indicator calculations ready for the next sub-committee meeting. We confirmed that “peak concentrations” refers to the 99<sup>th</sup> percentile.
- Performance Measure #1b – Bob will bring annual total emissions calculations for NO<sub>x</sub>, SO<sub>x</sub>, PM<sub>2.5</sub>, H<sub>2</sub>S and Hg for the appropriate sectors. Brian will contact the EUB for the solution gas flaring and venting numbers.
- Performance measure #1c – Brian will consult the CASA Handbook and get the appropriate data for renewable and alternative energy.
- Performance Measure #2 – Bob will assemble the data for the ambient air and ecological effects monitoring indicators. We note that the “number of sites” indicator has been discontinued. (This needs to be reflected in the CASA Handbook, as well.) Brian will contact Alberta Health & Wellness regarding their community health assessments for the indicator about human health monitoring.
- Performance Measure #3 – Brian will assemble the list of recommendations approved in 2003. The Subcommittee will confirm which are substantive recommendations requiring assessment.
- Performance Measure #4 – The stakeholder survey will be reviewed later in this meeting.
- Performance Measure #5 – Brian will ask the Secretariat for the data regarding web site hits and news stories.

**Action Item 41.5: Bob and Brian will assemble the data and calculations for the 2007 performance measures for our next meeting.**

- It will be important to record changes to the indicator data sources or calculation procedures. These changes should be tracked in the CASA methodology handbook.

**Action Item 41.6: Brian will update the CASA Handbook based on experience with the 2007 calculations.**

## LUNCH

### 5. Updating the 2007 Work Plan

- Reviewed the April version of the work plan. Checked off completed items
- Many items need to be carried forward. Additional work to meet the needs of the Board have put us behind.
- See the updated, July version.

### 6. Next Meeting Date

- The next meeting will be at the CASA office, beginning at 9:30am on Friday, September 7.

### 7. Stakeholder Survey for Performance Measure #4.

- Sharon Hawrelak of the CASA Communications Committee was scheduled to present the Committee’s draft stakeholder survey, but she was delayed in other meetings. Brian distributed a hardcopy of the survey, which was discussed.
- Overall impression of the draft survey is very good. It appears straight-forward and the on-line SurveyMonkey tool works well.
- Noted that some questions serve purposes other than performance measurement. We reviewed the indicators for performance measure #4 to identify precisely which survey questions will produce our results. We also referred back to the previous survey used in 2004.

| Indicator                         | Survey Question |
|-----------------------------------|-----------------|
| Satisfaction with CASA approach   | 3               |
| Openness and transparency         | 4               |
| Implementation of recommendations | 4               |
| Resources for CASA teams          | 15              |
| CASA’s achievements               | ?               |
| Support to airshed zones          | 4               |
| Communications between teams      | 9               |

- Although the respondent is asked to list CASA’s achievements, they are not asked to indicate their degree of satisfaction with CASA’s achievements. This question was in the 2004 survey and our Subcommittee suggests that it be retained for this year.
- Noted that Question #6 regarding CASA values now has an optional response of “no opinion”. This was not offered in the 2004 survey and may slightly affect comparability between years.

- Should see if SurveyMonkey allows the respondent to set the survey aside and come back later to complete it. This would be a nice feature.
- Brian will provide our feedback to Sharon Hawrelak and work with her on a revised survey for the next Subcommittee meeting.

**Action Item 41.7: Brian will provide Subcommittee feedback on the draft survey to the Communications Committee and have a revised survey for our next meeting.**

- The meeting adjourned at about 1:30pm.