

Minutes



Priority Setting Workshop Project Team meeting #2

Date: April 17, 2009

Time: 10 a.m.-3:00 p.m.

Place: CASA office, small boardroom

In attendance:

Name	Stakeholder group
Laura Blair	Alberta Environment
Natasha Rowden	CNRL
Ruth Yanor	Mewassin Community Council
Kim McLeod	CASA

Laura chaired the meeting in the morning and Ruth chaired in the afternoon. The meeting convened at 10:10 a.m. with quorum achieved.

Action Items:

Action items	Who	Due
3.1 Check with sectors/stakeholder groups to see if there are any conflicts with the dates of Oct. 27, 28 or 29.	All	Thursday April 23
3.2 Check to see if the O'Donoghue is available for that time.	Kim	April 23
3.3 Check to see what groups would be attending the Synergy Alberta conference which is Oct. 26-28.	Kim	April 23
3.4: Check to see how much it would cost to run ads in the Red Deer Advocate and the Fort McMurray Today newspapers.	Kim	
3.5 Check to see whether CASA has copies (three binders) of the chemical fact sheets that were available at the 2004 workshop.	Kim	
3.6 Check to see if Kim Sanderson is available for recording the workshop proceedings and writing a report.	Kim	

1) Administration

- a. Approval of meeting objectives: Objectives approved.
Approval of the agenda: Agenda approved with following addition: Insert above 2a. Goals of workshop.
- b. Approval of the minutes from the previous meeting: Minutes of the Feb. 10 meeting 1 were approved with the following changes:

The following item was raised by Ruth on the April 1 teleconference as an item to be considered as we plan the timelines of the workshop – not as an action item.

2.5 Check on the timelines for catering. (i.e. how long before the event a caterer would need to know final number for how many people they would be feeding).	Ruth	Before end of May
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It was also noted that the action items (1.1 to 1.4) from the meeting on April 1, 2009, were completed.

- c. Action items follow-up from April 1 meeting:

Action Items:

Action items	Who	Due
2.1 Advise the group of whether Alberta Environment would like us to move forward with a contract or a grant.	Laura	Ongoing
2.2 Find out the timelines/deadlines that were set out for the 2004 workshop and report back to the group.	Kim	Done
2.3 Check how far in advance the O'Donaghue can be booked and if there are any cancellation requirements.	Kim	Done
2.4 Check to see the maximum number the O'Donaghue boardrooms can hold.	Kim	Done
2.6 Check on how much ads in the Herald and Journal would cost.	Kim	Done
2.7 Send the team the 16-page package that went out to workshop participants in 2004.	Laura	Done
2.8 Check if CASA could provide someone to facilitate the conference.	Kim	Done
2.9 Check what's involved in setting up a registration system	Kim	Deferred to future meeting

The decision that the J. G. O'Donaghue is the team's preferred location for the workshop was reviewed with the quorum at the April 17 meeting and approved by consensus.

- d. CASA Update:
The next CASA Board meeting is June 24 in Calgary.

Alberta Environment Minister Rob Renner will attend. There will be a presentation and update from the federal government on federal initiatives. The board will receive the recommendations from the Clean Air Strategy project team and the Electricity Framework Review team.

2) Workplan/Timelines

a) Goal of Workshop

The group discussed Alberta Environment's process of setting ambient air quality objectives. Here's a summary of the process:

- The department bases their workplan for setting ambient air quality objectives on stakeholder input on priorities from the priority setting workshop.
- The plan is reviewed by a separate stakeholder group set up by Alberta Environment
- The stakeholder group makes recommendations to the department
- The department determines its response to recommendations
- The department determines which objectives it will draft
- The drafts are posted on the department's website for public comment
- The department considers comments and finalizes objectives

The group discussed the 2004 workshop goal, which was: "to provide a short list of 10-15 substances to Alberta Environment's objective-setting process. It was desirable to produce a consensus short list for Alberta Environment but if that was not possible, department staff would use their best judgment in selecting substances from the longer list submitted to them."

The group decided the goal for the 2009 workshop would be: "To provide a list of up to 15 substances for Alberta Environment's objective-setting process. The process to reach this goal will be transparent and inclusive. It will include the involvement of government, industry, non-government organizations and the public."

It was noted that some substances take more time and resources when developing objectives than others.

It was suggested the team take advantage of Alberta Environment's e-mail mailing list to publicize the public nomination process. There was a concern raised about how people from outside CASA would have a chance to get involved in the process – for example, people from Fort McMurray where development is occurring.

b) Funding for workshop

If Alberta Environment decides it wants to use a contract process to fund the workshop, the team would need to develop a contract proposal. This could take the form of one page that would be attached to the contract. The other option is a direct purchase order. As of this meeting, it was still unclear if Alberta Environment would have the funding for the workshop.

c) Dates

The group heard about dates of other workshops in the fall and read an email from CASA's executive director about workshop planning and limited stakeholder resources. The Martha Kostuch Consensus Building Workshop will likely be held the first week of December. It will draw from the same stakeholder base as the priority setting workshop. **Decision: The group decided by consensus the best option for dates is Oct. 27 or Oct. 28 or Oct. 29.**

Action Item 3.1: Team members will check with their sectors/stakeholder groups to see if there are any conflicts with Oct. 27, 28 or 29.

Action Item 3.2: Kim will check to see if the O'Donoghue is available for that time.

Action Item 3.3: Kim will check to see what groups would be attending the Synergy Alberta conference which is Oct. 26-28.

d) Facilitators for the workshop

CASA (3) and Alberta Environment (1 – for break-out group) could provide facilitators for the workshop. The group heard about dates of other workshops in the fall and read an email from CASA's executive director about workshop planning and limited stakeholder resources.

e) Advertising/Promotions

Following are the costs for non-profit advertising for the public nomination process:

- Edmonton Journal = one weekday insertion - \$2,016 (incl GST)
- Calgary Herald = one weekday insertion - \$1,445 (Sun-Wed) or \$1,516
- Range = \$3,532 - \$3,461
- The ads would need to be designed, approved and ready to go about two weeks in advance of publication date

Action Item 3.4: Kim will check to see how much it would cost to run ads in the Red Deer Advocate and the Fort McMurray Today newspapers.

Action Item 3.5: Kim will check to see whether CASA has copies (three binders) of the chemical fact sheets that were available at the 2004 workshop.

Action Item 3.6 Kim will check to see if Kim Sanderson is available for recording the workshop proceedings and writing a report.

3) Next meeting date(s)

Kim will poll for dates for the first week in June for the next full-day meeting. In the interim, the group will be in contact by email to discuss venues, dates, and updates for the June board meeting.

4) Adjournment – The meeting was adjourned at 3 p.m.