

Minutes



Priority Setting Workshop Project Team meeting #7

Date: December 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 Sanderson	CASA
Linda Jabs	CASA

Laura Blair chaired the meeting which convened at 10:02 a.m. Quorum was achieved.

Action Items:

Action items	Who	Due
7.1: Linda to work with Kim on completing the Acknowledgements page in the Report to the CASA Board.	Linda Jabs Kim Sanderson	January 15, 2010
7.2: Linda to forward the breakout session notes to Greg Bereza at AENV Aboriginal Relations to request if the way they are presented are okay with the First Nation Participants and whether or not they want the comments attributed to them.	Linda Jabs	January 15, 2010
7.3: Kim to provide the revised proceedings in a track changes format and the draft report to the CASA Board to Linda for distribution to the team.	Kim Sanderson Linda Jabs	January 15, 2010
7.4: Linda to send the Thank you card to Sheldon.	Linda Jabs	December 18, 2009
7.5: Linda and Laura to work together on a "Future Considerations for Refining the Process" document and circulate it to the team.	Linda Jabs Laura Blair	February 12, 2010
7.6: Linda to poll for a meeting date the first week of January, 2010 or early February, 2010.	Linda Jabs	December 23, 2009

1) Administration

- a) Meeting objectives and agenda approved by consensus.
- b) Minutes of the October 1, 2009 meeting approved by consensus.
- c) Review action items from meeting #6:

Action Items:

Action items	Status
5.1: Laura will provide the AENV template for the final report to Kim Sanderson.	Done.
6.1: Linda to determine the protocol for involving First Nations with AENV Aboriginal Relations department and report back to the team.	Done.
6.2: Linda to ensure that appropriate materials are available for the prioritization process, flipcharts are available and name badges will be provided.	Done.
6.3: Linda to draft a letter incorporating the teams remarks and provide it to the team for review.	Done.
6.4: Linda to talk with Kim about the timelines for proceedings and whether or not a first draft could be available by December 11, 2009.	Done.
6.5: Linda to check on A/V equipment at JGO and whether or not they have flipchart easels available.	Done.
6.6: Linda to send October 9 date confirmation to both NGO's and First Nations. A teleconference will be held the afternoon of October 9 if necessary.	Done.
6.7: Linda to review the 2004 proceedings and provide team members with the process and exercises that were used in the breakout sessions.	Done.
6.8: Linda and Laura to brief additional CASA facilitators on the process for the workshop.	Done.
6.9: The team to recommend to the CASA Board that a letter be sent to the appropriate Alberta Agriculture staff regarding the number of nominations with respect to odours from livestock operations.	Done.
6.10: Linda to poll for a meeting date around December 18, 2009.	Done.

d) CASA Update:

The December 1 Board meeting was held with much discussion on airshed membership and the impact that the Integrated Monitoring, Evaluation and Reporting Framework and Cumulative Effects Management (CEM) will have.

On February 1, the CASA Board will have a presentation on CEM.

2. Proceedings:

- a) The team reviewed the draft proceedings with the edits provided by Laura. Kim made note of the changes and will incorporate them into the proceedings. Kim also suggested that it might be easier to make the recommendations to the CASA Board as the team went through the proceedings, which would also facilitate incorporating any additional comments into the Final Report to the CASA Board, which will be presented on March 24.

- b) The team discussed the best approach for incorporating the odour issue into the proceedings. Odours are outside the AENV priority setting process and there will be a recommendation made to the CASA Board that a letter be sent to the appropriate Ministries, including Alberta Agriculture, Health and Wellness, as well as potentially the ERCB to highlight that odours comprised the majority of the nominations for the PSW.

As CASA normally does not attribute comments to specific people, the First Nations participants should be asked if they want their comments specifically attributed to them or if they are okay with their comments as captured in the workshop proceedings.

Action Item 7.1: Linda to work with Kim on completing the Acknowledgements page in the Report to the CASA Board.

Action Item 7.2: Linda to forward the breakout session notes to Greg Bereza at AENV Aboriginal Relations to request if the way they are presented are okay with the First Nation Participants and whether or not they want the comments attributed to them.

Action Item 7.3: Kim to provide the revised proceedings in a track changes format and the draft report to the CASA Board to Linda for distribution to the team.

3. Workshop Evaluations:

- a) The team discussed the participant evaluations and agreed to the following considerations for future priority setting workshops:

The invitation should stress the importance of participants being prepared and at a minimum they review the materials for the substances that they are concerned with. They also agreed that if the next PSW is to be held at the J.G. O'Donoghue building, that alternate transportation i.e. the bus and LRT, should be given along with driving directions.

The CASA consensus process should be explained in more detail to ensure that participants know what to expect throughout the day and it could potentially be provided beforehand to participants as part of the invitation package.

4. Budget:

- a) An updated budget was provided to the team and with the majority of the expenses accounted for, the workshop has come in under budget.

The team agreed for future workshops the appropriate stakeholder policy be used to calculate travel expenses. In addition, based on available budget consideration may need to be given to placing maximum allowances for individual travel expenses, with a view to the most economical means of travel being considered.

5. Learnings for Future Workshops:

- a) Team members gave their individual observations on the whole day and the process and overall felt that it was a huge success. People worked well together and were clear on what

the goal at the end of the day was. Sheldon Roth was a terrific asset and many participants expressed their appreciation for what he added to the process as a whole. Team members signed a thank you card for Sheldon. The team agreed that the following should be incorporated into a “Future Considerations for Refining the Process” document, to be kept on file at both AENV and CASA:

Ensure that there is a specific process for the afternoon plenary session and that one process for the breakout groups be established and followed.

Action Item 7.4: Linda to send the Thank you card to Sheldon.

Action Item 7.5: Linda and Laura to work together on a “Future Considerations for Refining the Process” document and circulate it to the team.

6. Next steps/next meeting

Linda will poll for dates for a 2 hour teleconference for either the first week of January, 2010 or early February 2010.

Action Item 7.6: Linda to poll for a meeting date the first week of January, 2010 or early February, 2010.

The meeting adjourned at 2:00 p.m.