

# Minutes



---

## Priority Setting Working Group meeting #1

Date: February 10, 2009

Time: 12:30 p.m. – 1:40 p.m.

Place: Teleconference

### In attendance:

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

Kim chaired the meeting, which convened at 12:05 p.m. Quorum was achieved.

### Action Items:

Action items	Who	Due
1.1 Send budget information from 2004 workshop to Laura	Kim	ASAP
1.2 Find out how Alberta Environment will fund the workshop	Laura	Before next meeting
1.3 Update draft Terms of Reference and send to group by email	Kim	Before March board meeting
1.4 Circulate contact information among working group	Kim	Before next working group meeting

## 1) Administration

- a. Approval of the agenda: Agenda approved by consensus.
- b. Kim updated the group on the Electricity Framework Review public consultation which is open until the end of February and CASA's Science Symposium on Indoor Air Quality April 27-28 in Calgary.

## 2) Terms of Reference

Laura summarized the history of the priority setting workshops. The first stakeholder workshop was held in 2000. Alberta Environment used input from that meeting to guide their work on ambient air quality objectives over the next three years. A second priority setting workshop was held in 2004, CASA provided support for advertising and communications for the events.

The group also discussed budget. It was felt that the terms of reference should include some detail about budget.

Laura reviewed the terms of reference she updated from the 2004 workshop. The group agreed by consensus to the updated terms of reference.

**Action item: 1.1 Kim will send Laura Blair information on the budget for the 2004 workshop.**

**Action item: 1.2 Laura will find out how Alberta Environment will fund the workshop.**

**Action item: 1.3 Kim will send the new draft terms of reference to the group.**

### **3) Board Presentation**

The group agreed to the following key messages to use when presenting the draft terms of reference to the CASA Board in March:

- This workshop reflects the ongoing process of continuous improvement to which the province is committed.
- This workshop will provide an opportunity for the public to offer their input on ambient air quality objectives.

Ruth Yanor agreed to make the presentation on the draft terms of reference to the CASA Board.

### **4) Next Steps**

The group discussed whether new members were needed for the project team, which will take over the task of delivering the workshop once the terms of reference are approved by the CASA Board. It was agreed that the three members would be sufficient. The current three members all agreed to sit on the project team. It was also suggested that the CASA board consider inviting aboriginal representatives to sit on the team.

Action item: 1.4 Kim will send out team contact information to team members.

### **5) Adjournment – The meeting was adjourned at 1:41p.m.**