

# Terms of Reference

20 February 2009



## Priority Setting Workshop Terms of Reference

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### Background

Air quality objectives are an important element of Alberta's air quality management system. With the help of the CASA Secretariat, Alberta Environment held a priority-setting workshop in October 2004 to identify the priorities for development and review of ambient air quality objectives. As a result, the Environmental Policy Branch of Alberta Environment implemented a three-year work plan to address these substances. It is anticipated that work on this first set of substances will be completed in 2009.

At the September 2008 CASA Board meeting, Alberta Environment presented a proposal asking for assistance in the selecting substances for the next three years of air quality objective development. Stakeholder participation in identifying priorities for developing ambient air quality objectives is consistent with CASA's Vision and Strategic Framework. As well, it is closely related to the Comprehensive Air Quality Management System of CASA, which utilizes the CASA consensus decision-making process. Therefore, the Clean Air Strategic Alliance (CASA) will undertake the task of setting up a priority-setting workshop for ambient air quality objectives in the fall of 2009.

### Objectives

The purpose of the Priority Setting Workshop Committee is to oversee the 2009 Priority Setting Workshop, to report back on process issues and make recommendations to the CASA Board, Alberta Environment and workshop participants.

### Key Tasks

1. Present a PSWC Terms of Reference to the CASA Board.
2. Design and implement the 2009 Priority Setting Workshop.
3. Identify a comprehensive list of participants to be invited to the workshop.
4. Provide appropriate information to workshop invitees prior to and or during the workshop.
5. Report on workshop processes, proceedings and results to:
  - The workshop attendees
  - The CASA Board of Directors
  - Alberta Environment

**Timelines**

Initial meeting	March 2009
Workshop conceptual design	Early May 2009
Workshop held	October 2009
Final report and recommendations to the CASA Board	March 2010

**Membership**

The CASA Board recommended that the Priority Setting Workshop Committee should be a small group with balanced representation from NGO's, industry and government. Members of the PSWC will act as representatives of their respective stakeholder groups. Members of the Priority Setting Workshop Committee Working Group are:

Laura Blair, Alberta Environment

Ruth Yanor, Mewassin Community Action Council

Natasha Rowden, CNRL