

# Draft Minutes



## Airshed Zones Board Committee (AZBC)

### Meeting #4 Teleconference

October 26, 2009

#### Action Items:

Action items	Who	Due Date
<b>1.1: Gustavo will draft the final report by Friday</b>	Gustavo	Next meeting
<b>3.1: Krista and Kristina will consult their stakeholder members regarding the funding item.</b>	Krista and Kristina	Next meeting
<b>3.2: Krista, Jillian and Bob will consult their stakeholder group on the agreed recommendation.</b>	Krista, Jillian and Bob	Next meeting
<b>3.3: Krista, Jillian and Bob will consult their stakeholder members about the recommended membership.</b>	Krista, Jillian, Bob and Kristina	Next meeting
<b>4.1: Krista, Jillian, Bob and Kristina will consult their stakeholder members about the recommended action by this committee.</b>	Krista, Jillian, Bob and Kristina	Next meeting

## 1 Administration

Jillian Flett chaired the meeting, which convened at 10:30 a.m.

**a.** Introductions were made.

In attendance:

Name	Membership
Krista Phillips (join at 11)	Industry (Canadian Association of Petroleum Producers)
Jillian Flett	Government (Alberta Environment)
Bob Cameron	NGO (South Peace Environmental Association)
Kristina Friesen	Alberta Airshed Council (AAC)
Kerra Chomlak	CASA
Gustavo Hernandez	CASA

**b.** Meeting objectives were reviewed.

**c.** Agenda items were approved by consensus.

**d.** Review previous minutes

d.1 Action Items

Action items	Who	Result
1.1 Gustavo will send the meeting #2 minutes to Bill Clapperton (copy to Krista Phillips) for possible comments.	Gustavo	Done. There is not comments
3.1 provide the member definition by CASA bylaws.	Gustavo	Done
3.2 draft the final report	Gustavo	Ongoing

**Action 1.1: Gustavo will draft the final report by Thursday, October 29, 2009.**

d.2 Review minutes items

- i) It was observed that the fourth sentence in the item 2.b. Question 1, 1.1 related with Airshed Zones (AZs): “These issues could assign roles for AZ and they should be consistent with the correct funding provider and assignation.” represents a broad concept that it needs to be better specified. The committee agrees that the sentence should be replaced by: “Provide the form to AZs to participate in high level discussion, future roles and challenges including funding considerations”
- ii) The following sentence should read: “The AAC member at CASA board would be a voice identifying AZs concerns.” instead of “The AAC member at CASA board would be a voice to identifying AZs concerns.”

## 2 Update on CASA Business Plan

**a. Wrap up CASA Business Planning committee recommendations; brief overview of CASA projects.**

There were two important clauses at the CASA draft Business Plan related to AZs:

- Explore the role of CASA in supporting AZs to undertake management roles and align with regional planning through a multi-stakeholder process;
- Review and assess the components of the Air Quality Management System and the resources required to support the system to ensure the components are clearly defined.

It was noted that because of the new initiatives, recommendations and frameworks (Regional Planning, Land Use Framework, Clear Air Strategy, Ambient Monitoring – Strategic Planning, Regulatory Framework for Cumulative Effects, etc), the roles of AZs are evolving. These new roles, responsibilities and their relationship with CASA could demand the review of the ToR; In addition, it should be discussed the future of this committee, the option are:

- Disband the committee; or
- Expand the AZBC mandate; or
- Enhanced the committee; or
- Create a new committee.

### 3 Review ToR

**a. Do we need to review the Airshed Zones Guideline?**

The Airshed Zones Guideline (AZG) document was released in November 2004. Many regulations, recommendations and initiatives have emerged in Alberta between 2004 and today. These changes promote the review of AZG sections.

**The committee agree by consensus that some topics of the AZG should be reviewed and updated;** some of them are AZ endorsement process and principles, CASA and AZ, roles should be clarified, CASA support to AZs, etc; a recommendation in the final report should be addressed.

**b. Which policies and strategies will potentially impact the future role of airshed zones and their relationship with CASA?**

AZs roles are evolving, having more input into key issues related with Air Quality management and in general management systems. The AZs future will be impacted by many policies. AZs could be required to align with the Regional Planning, Land Use Framework development, Cumulative Effects, Clean Air Strategy, Integrated Evaluation Monitoring Framework, Ambient Monitoring Strategic Plan, Air Quality Management, Particulate Matter and Ozone Management Framework.

**c. Clarification around the interests and the relationship between CASA and AAC. (e.g. endorsement role, ongoing reporting at board meeting etc)**

The AAC interests in having a seat at the CASA Board are:

- To have the ability to have input into the issues that affect the AZs because many of the CASA recommendations impact AZs;
- The ability to be present and participate in discussions trying to reinforce a more correct and consistent message about what the AZs are and what they do;
- Interest in bringing forward topics that are relevant to everybody in air quality issues;
- Provide the forum to AZs to participate in high-level discussion, future roles and challenges including funding considerations; and
- The AAC member at CASA board would be a voice that would identify AZs' concerns.

The committee agrees that in case of being included in CASA Board:

- AAC will represent the interest of the AZ sector not the individual perspective of any AZ;
- The AAC member should present at CASA Board a full consensus representation of AZs;

- The AZ presentations at CASA Board should be reviewed. CASA Board will need a periodic update from AAC. The committee agreed that for this purpose, the AAC should be considered as a CASA project;
- If AAC represents a NGO member at CASA Board, AAC will not request any money for their representation at CASA Board meetings;
- There are issues in the relationship between CASA and AAC that may not be addressed by the board membership; examples of that are the values of CASA endorsement to AZ and Airshed Zones Guidelines update;
- The AAC member will be held to the same standards and must abide by the same Code of Ethics as all board members and agree to work under the same process; Other members and the secretariat have a role to play in ensuring that all members act in good faith and follow the ground rules; and
- AAC will not address individual zones' specific issues or concerns in the decision making process at CASA Board.

It raised a concern related with funding subjects as barrier for consensus. It was recognized that the funding issue is an important subject at AZ level. The AAC representation at CASA Board could mean a challenge for consensus decisions related with funding requirement by AAC in the development of CASA Board recommendations. In addition, it was raised the concern regarding if an individual AZ could induce funding requirement under AAC representation at CASA Board.

It was stressed that the most important objective for the AAC having a membership at CASA Board is to participate in recommendations, management and strategic decisions. Funding issues are not a purpose for AAC having a membership at CASA Board. If any CASA Board decision or recommendation has financial implications for AZ, they could be a discussion subject, but not a primary objective.

It was suggested to further explore recommendations about funding issues at the AZBC final report and its revision in 18 months. (e.g. the long term sustainable funding formula at the final report).

**Action 3.1: Krista and Kristina will consult their stakeholder members about regarding the funding concerns and ideas.**

**d. Process to deal with any future issues that may arise between CASA and Airshed Zones.**

The CASA process to deal with AZ future issues is affected by the recommendations of this committee and their acceptance. Each issue presents particular drivers, and if the Board does not adopt the AAC a Board member, it will be necessary to implement a strategy to deal with this.

It is necessary to develop a process for future issues. Many issues have risen that affect the AZ functionality and relationship with government, NGOs and industry.

It was noted that having the presence of AAC at CASA Board offer to CASA and CASA Board members a more valuable and direct mechanism expanding contact with many people who deal with Air Quality issues.

**e. Process to address future initiatives that could have implications for airshed issues.**

The committee suggests addressing the future initiatives in the same approach as future issues.

**f. Identify what membership on the CASA Board will mean for Airsheds and recommend whether airsheds should be included in CASA Board membership.**

The members of the committee agree by consensus to recommend that AAC should be included as member at CASA Board. Nevertheless, the committee members should conduct a consultation with their member group.

**Action 3.2: Krista, Jillian and Bob will consult their stakeholder groups on the agreed recommendation.**

The recommended membership for AAC should be discussed. According to the committee members, AAC does not perfectly fit with any member definition by CASA bylaw. In addition, AZs have represented the three members in different CASA projects. The committee suggest conducting a consultation for their member group about the recommended membership for AAC at CASA Board. The discussion is open to the possibility of proposing a fourth member definition at CASA bylaw.

**Action 3.3: Krista, Jillian, Bob and Kristina will consult their stakeholder members about the recommended membership.**

Note: the ToR does reference on Airsheds when it refers to recommendations and clarifications. The common voice representing the multiple Airsheds in Alberta is the AAC. Then, the AZBC has been working in the evaluation of AAC as member of the CASA Board.

**g. Clarification of the roles around implementation of any recommendations and monitoring the implementation of the recommendations (e.g. bylaw amendments)**

The committee proposes to follow up on issues related to funding for a period of eighteen months.

The committee will confirm about the recommended AAC membership at CASA Board. This recommendation could require changes in CASA bylaw.

## **4 Reporting to CASA Board**

### **a. Stakeholder outreach**

The committee members will consult their member group on the committee recommendations and they will provide feedback by next meeting.

**Action 4.1: Krista, Jillian, Bob and Kristina will consult their stakeholder members about the recommended action by this committee.**

### **b. Reporting format**

The committee will issue a report presenting the recommendations and clarifications on the different items according to the ToR.

The presentation at CASA Board will be a Power Point document presenting the recommendations and clarifications on the different items according to the ToR.

Both the report and the presentation will provide the committee recommendations, and they will address three questions:

- The discussion on the membership recommendation;
- Funding concerns and clarifications; and
- Multi-stakeholder representation for AZs, non multi-stakeholder representation for AAC.

### **c. Who will present?**

Jillian and Kristina will present the project and recommendations. Bob will confirm his availability sharing the presentation. Kristina will focus on the background, future issues and the three questions, while Jillian will present the recommendations issued by this committee.

## **5 Communications**

### **a. Key message**

Carry forward for next meeting.

### **b. Report planning**

Carry forward for next meeting.

### **c. Objectives of any communication**

Carry forward for next meeting.

## **6 Other business, if any**

There is not other business.

## **7 Adjournment**

The meeting adjourned at 13:15