

# Final Minutes



## Ambient Monitoring Strategic Planning Team Meeting #17

**Date:** Monday May 29<sup>th</sup> 2006  
**Time:** 9:30 – 3:30  
**Place:** CASA – 10<sup>th</sup> Floor Board Room

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### In attendance:

<b>Name</b>	<b>Organization</b>
Rob Bioletti	Alberta Environment
Karina Bodo	Alberta Health
Matthew Dance	CASA
David Graham	Alberta Environment
Findlay MacDermid	Residents for Accountability in Power Industry Development
Myra Moore	Fort Air Partnership
Bob Myrick	Alberta Environment
Ken Omotani	TransAlta Utilities
Mike Pawlicki	Lafarge Canada Inc.
Roxanne Pettipas	ConocoPhillips Canada / Canadian Association of Petroleum Producers
Kim Sanderson	CASA
James Vaughan	Alberta Energy and Utilities Board
Brian Weins	Environment Canada

### Regrets:

<b>Name</b>	<b>Organization</b>
David McCoy	Husky Oil / Canadian Association of Petroleum Producers
Keith Murray	Alberta Forest Products Association
George Pfaff	Petro-Canada Edmonton Refinery / Canadian Petroleum Products Institute
B.J. Vickery	Lafarge Canada Inc / Alberta Chamber of Resources
Brad Watson	Lafarge North America
Chris Severson-Baker	Pembina Institute
Kevin Warren	PAMZ, PASZA, PAS, WCAS.

### Action Items:

Task	Who	When
9.2: Load the data to the web site and provide the working group with access information.	Matthew	In progress
14.1: Forward the parameters that are included in the SO2 and NOx forecasts to Matthew and the team.	Bob	When ready
17.1: Mike Kelly and Donna Tingley will be asked to present the Opening and Welcome comments	Matthew and Ken	June 6th
17.2: Present on the background of the ambient plan	Roxanne and Dave	June 6th
17.3: Present the Overview – proposed Ambient Monitoring Strategic Plan for Alberta	Ken, Brian, Chris and Kevin	June 6th
17.4: Present the Overview – Assessing Ambient Air Quality Monitoring Sites	Rob, Bob and Myra	June 6th
17.5: Ensure the CASA Facilitators are up to speed on	Matthew	June 6th

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the workshop.		
17.6: Provide the presentations to Matt by Friday noon.	Team members	02 June 2006
17.7: Ensure that the appropriate equipment and food is available at the workshop	Matthew and Ken	June 6 <sup>th</sup>
17.8 Poll for meeting dates on June 12, 13, 14.	Matthew	ASAP

### 1. Administration

#### a. Introductions

Introductions were made around the table

#### b. Approve agenda and meeting purpose

Approved as tabled

#### c. Approve minutes

The minutes from the April 2006 meeting were approved as tabled.

#### d. Review action items

Task	Status
9.2: Load the data to the web site and provide the working group with access information.	In progress
14.1: Forward the parameters that are included in the SO <sub>2</sub> and NO <sub>x</sub> forecasts to Matthew and the team.	When ready – still in development
15.1: Forward the decision making tools for the team to provide comments.	Complete
15.2: Develop some general guidance / use criteria for the decision making tools.	Complete
16.1: Forward a workshop invitation to all stakeholders.	Complete
16.2: Forward a draft of the strategic plan to the team.	Complete
16.3: Meet by conference call on May 14 <sup>th</sup> from 1-4 PM. Matthew will forward details to the team	Complete
16.4: Poll for a next meeting date for May 29, 30, or 31 <sup>st</sup> .	Complete

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### 2. Review of the draft workshop agenda.

#### a. Outcomes desired from the workshop

- That workshop participants gain an understanding of the material presented
- That the AMSP Team receives quality feedback from the workshop participants on the draft strategic plan
- That we receive clear direction and feedback from workshop participants
- This feedback will help the team achieve the goal of a consensus document (BUT, we are not looking for consensus at the workshop)
- That we specifically receive feedback on our blind spots – funding, implementation and data management

#### b. Topics covered

Team members drafted a workshop agenda as follows:

Time	Event	Who
8:00	Registration	
8:30	Opening and Welcome	Mike Kelly Donna Tingley
8:45	Background of the Ambient Monitoring Strategic Planning Team	Roxanne, Dave
9:15	Overview – proposed Ambient Monitoring Strategic Plan for Alberta	Ken, Brian, Chris and Kevin
9:45	Break	
10:00	Sector based break-out session to discuss the proposed Ambient Monitoring Strategic Plan	Facilitators
11:00	Plenary Report Back	Facilitators
11:30	Overview – Assessing Ambient Air Quality Monitoring Sites	Bob, Rob, Myra
12:00	Working Lunch – Break-out discussion by sector	Facilitators
1:00	Plenary Report Back	Facilitators
1:30	Overview of: <ul style="list-style-type: none"> <li>• Network Plan and Implementation</li> <li>• Data Management</li> <li>• Funding</li> </ul>	WHO?
1:45	Issue based break-out sessions <ul style="list-style-type: none"> <li>• Network Plan and Implementation</li> <li>• Data Management</li> <li>• Funding</li> </ul>	Facilitators and one team member
2:45	Break-out reports	Facilitators
3:00	Next steps and direction for the team	Facilitators
3:30	Closing remarks	Donna
3:45	Adjournment	

#### Responsibilities:

**ACTION 17.1:** Mike Kelly and Donna Tingley will be asked to present the Opening and Welcome comments

**ACTION 17.2:** Roxanne and Dave will present on the background of the ambient plan

**ACTION 17.3:** Ken, Brian, Chris and Kevin will present the Overview – proposed Ambient Monitoring Strategic Plan for Alberta

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**ACTION 17.4: Rob, Bob and Myra will present the Overview – Assessing Ambient Air Quality Monitoring Sites**

**ACTION 17.5: Matthew will ensure the CASA Facilitators are up to speed on the workshop.**

## **Presentations:**

The following people are responsible for specific presentations:

Dave and Roxanne	Overview presentation
Chris	Section 1 and 6 – Current Ambient Monitoring System and Network Plan
Ken	Section 3 and 4 – Decision Tools and Priority Assessment
Brian	Section 5 – Data Management
Kevin	Section 7 and 8 – System Management, and Implementation, funding
Rob, Bob, Myra	Decision tool and case study

## **Breakouts**

During the sector specific breakouts, team members will participate in their sectors break out group.

At 1345, the following 3 breakout groups will occur;

Funding – Ken, James and Roxanne

Information systems – Bob, Rob and Chris

Network Implementation – Dave, Myra, Brian

## **Parameters:**

We are looking for short overview presentations that are no longer than 3 – 5 slides long. Matthew is available to provide help and support where needed.

## **Timing:**

Please provide the presentations to Matt by Friday noon.

**ACTION 17.6: Team members will provide the presentations to Matt by Friday noon.**

## **Facilities:**

**ACTION 17.7: Matthew and Ken will ensure that the appropriate equipment and food is available at the workshop**

## **4. Other issues**

It was noted by industry that section 7.1 was developed and included in the draft document without consultation or discussion with team members. The development of a funding strategy is an essential step to the successful implementation of the strategic plan. As such should have been discussed in detail with the team prior to it being included in the draft document and sent out for review by all stakeholders in preparation for the workshop.

## **5. Next steps**

As identified above.

## **6. Adjournment**