

Final Minutes

Clean Air Strategy Working Group Meeting #1

Date: Thursday 10 May 2007

Time: 9:30 – 3:30

Place: CASA 10th Floor Board Room

In attendance:

Al Mok	Suncor Energy Inc.
Alex MacKenzie	Alberta health and Wellness
Anita Sartori	Canadian Natural resources Ltd.
Bettina Mueller	Alberta Environment
Bev Yee (Until 10:00 AM)	Alberta Environment
Christine Byrne	Imperial Oil / Canadian Association of Petroleum Producers
Jillian Flett	CASA
Len Bracko	Alberta Urban Municipalities Association
Long Fu	Alberta Environment
Martha Kostuch	Prairie Acid Rain Coalition
Matthew Dance	CASA
Mike Kelly	TransAlta Corp.
Steve Kennett	Pembina Institute
Tony Hudson	The Lung Association

Action list:

Action	Who	When
1.1: Matthew will forward the CASA Presentation to the Clean Air Strategy Working Group by 18 May 2007.	Matthew	18 May
1.2: Matthew will incorporate the initial thinking of the working group into a first draft of a Clean Air Strategy terms of reference. This first draft will be circulated to the co-chairs for comment and then sent to the team by 18 May 2007.	Matthew	18 May
1.3: Alberta Environment will clarify their expectations as to the relationship between the Climate Change process and the Clean Air Strategy process at the next working group meeting.	AENV	28 May
1.4: Matthew, working with the co-chairs, will identify organizations and individuals to contact regarding their involvement with the Clean Air Strategy Project team.	Matthew and co-chairs	ASAP
1.5: Matthew and the co-chairs will present a draft budget to the working group at their next meeting.	Matthew and co-chairs	28 May
1.6: Matthew will confirm the next meeting date with the working group.	Matthew	ASAP

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The meeting was called to order by Jillian Flett at 9:35 AM. Quorum was achieved for this meeting.

1. Welcome and Introductions

a. Round table introductions

Jillian extended a warm welcome to the team members of the newly formed Clean Air Strategy Working Group (CASWG). Introductions were made around the table where individuals introduced themselves and their organizations.

b. Approve agenda

The agenda was approved with the following changes:

- Item 3 – Statement of Opportunity was moved up on the agenda to replace item 2 – Introduction to the CASA Process.

2. Statement of Opportunity Overview

Bev Yee, from Alberta Environment, presented an overview of the Clean Air Strategy (CAS) statement of opportunity that was approved by the CASA Board at their March meeting.

Alberta Environment was very interested in bringing the CAS to CASA for a number of reasons, including CASA's track record of success and positive outcomes. Their vision is for a Clean Air Strategy that will be broad and comprehensive and that will guide and influence government, industry, and individuals. One possible outcome from the CAS includes a definition of clean air outcomes that look to the future. Not only should the strategy be visionary and innovative, it should address the immediate concerns of regions with specific challenges and explore a range of tools (such as market based tools) that can help Alberta achieve clean air outcomes.

Lastly, the process for developing the CAS should be based on the previous and current work of CASA and include a consultation process with Albertans.

Discussion

The following points were made in discussion with the Clean Air Strategy Working Group:

- The timeline for this project should be in the 12 – 20 month area. It is recognized that the process takes time, but a 'quick and right' approach would be supported.
- The CAS Project Team should also take into account implementation of the CAS by considering potential outcomes such as action plans and strategies. As such, the final report should include some thoughts on implementation, tactics and budget. Identification of gaps in the current framework might also be helpful.
- Some concern was expressed with the proposed timeline. While it is important to have a clear end date in mind, some working group members felt that 12 – 20 months might be tight considering the need for a consultation process.
- It was indicated that sustainable funding for the Air Strategy, Water and Land Strategies was on Alberta Environment's radar.

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- Concern was expressed at the number of different frameworks under development, that there is no clear 'one window' approach that could be accessed to Alberta Environment and Environment Canada.
- The intent of the Clean Air Strategy is to provide clarity and integration between air related activities such as cumulative effects management, the water strategy and the land use strategy. What are the collective outcomes that can be achieved?
- Currently there are two broad air related strategies at play – the Clean Air Strategy and the Climate Change Strategy. So far, it is unclear how the two will be related.

3. Introduction to the CASA Process

Matthew Dance, CASA Project Manager for the Clean Air Strategy Working Group, introduced the CASA process. The following points were made in presentation:

Consensus Process

Participants work together as equals to realize acceptable actions or outcomes without imposing the views or authority of one group over another.

Building Consensus for A Sustainable Future

National Round Table on Environment & Economy, 1996

Minimum Necessary Conditions

- Commitment & Goodwill
- Time and Energy for the Process
- Common Goals
- Transparent Process
- Fallback Option

Why bother?

Broader stakeholder base opens up possibility of more creative and lasting solutions

Increased buy-in leads to easier implementation

Can enable stakeholders to clarify and achieve their actual needs rather than stated positions

Making it Happen

1. Assessment

- Identify participants
- Define the problem(s) to be tackled
- Identify Issues to address

2. Designing the Process

- Developing ground rules, procedures
- Securing resources
- Set priorities, timelines
- Working & learning from one another before tackling the substantive issue(s)

3. Finding Common Ground

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- Listening to each other's Concerns, Interests and "Rights"
- Building Respect, Understanding, and Trust
- Generating & Assessing Options
- Moving from Positions to Interests

4. Implementing & Monitoring

- Ensuring Stakeholder Support
- Designing Implementation Plan
- Ensuring Commitment to Implement
- Participating in Implementation (Joint Monitoring/Evaluation)

CASA Ground rules

- Listen Generously
- Speak straight
- Be "for" each other
- Honour commitments
- Acknowledge and appreciate others
- Be concerned for inclusion
- Be concerned for alignment

Roles & Responsibilities

Project Team Member

- Represents a stakeholder group
- Requires reports to and from stakeholder
- Adheres to the CASA Process (consensus decision-making, multi-stakeholder, etc.)
- Participates Actively by making constructive contribution and helping others to do so
- Providing input on project goals, objectives, & solutions
- Supporting the process
- Making a measurable contribution on behalf of stakeholder group

Role of Co-Chairs

- Ensure members understand the process and are clear on purpose, goals
- Summarizes and tests for consensus on decisions
- Sets a good example for effective participation;
- Facilitates efforts and participation of others;
- Ensures regular communication with CASA Board, others as necessary
- Helps Team to secure budget/resources
- Assigns responsibility for actions
- Works with project manager in agenda planning, time-keeping, process design

Project Team Responsibilities

- Ensure key stakeholders are represented

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- Develop and implement work plan
- Identify resources needed to carry out terms of reference
- Develop solutions/recommendations
- Secure resources needed to implement recommendation
- Communicate activities and results

Role of CASA Secretariat

- Support the Board and Project Teams
- Liaison – Board, Project Teams, stakeholders
- Communications
- Stakeholder support
- Project Management services (administration, meeting materials, logistics, budget, board briefing materials, etc)

Role of Project Manager

Works with co-chairs on:

- Terms of Reference (goals, objectives)
- Appropriate Representation
- Work plan, resources
- Report to Board
- Agenda/minutes
- Track action items and expenditures
- Establish sub-groups
- Hire & manage consultants

ACTION 1.1: Matthew will forward the CASA Presentation to the Clean Air Strategy Working Group by 18 May 2007.

4. Sector Interests and Expectations

In an effort to start building understanding between stakeholders, each stakeholder at the table was asked to present their interests to the group. The following points were made during this round table:

- The team should ask the Power Purchase Agreement Holders to see if they have an interest in participating in the process
- The Electricity Project Team established a solid framework for managing the emissions from the thermal sector out to 2030. As such, the current regulatory framework should remain in place until then.
- We should be designing a clean air strategy that has a 30 – 40 year horizon. We should be thinking of our children during this process
- Indoor air quality should be considered. People are the receptors of greatest concern.
- An integrated approach should be used – one that considers collective action between all sectors as well as individuals.
- This strategy should work to tie all of the existing bits together. In part, the end result could be a patch work quilt of existing frameworks and processes.

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- The outcome of this process should be clean air, not simply air that meets ambient objectives. Pollution prevention, continuous improvement should also play a major role.
- Gaps should be identified.
- Integration within air (i.e. Climate Change) and across media (air-land-water) should be addressed.
- The Clean Air Strategy should also address the long term stability of CASA.
- A public consultation process should involve the broad public
- What is the role of the Clean Air Strategy within the big context? We should consider some core principles as we move forward with the development of the strategy, such as, air quality objectives and cumulative effects management issues.
- The Clean Air Strategy should recommend ways to improve integration as a function of governance and issues. Issues, and potential synergies, include climate change, air quality and quality of life.
- The Clean Air Strategy could help identify and bring into focus the issues that affect all Albertans, and clarify the actions that people could take in their everyday lives.
- We should also consider the broader public education and awareness activities – the ‘reality’ vs. the ‘perception’ related to air quality.
- Short and long term priority issues should also be identified.
- The outcomes of this process should also be based on sound science
- At the implementation stage, some thought should be given to the economics and the potential range of consequences,
- The Clean Air Strategy offers an opportunity to work at a municipal level as well as provincial. From a municipal perspective, the big picture issues all seem to have an air quality component – urban sprawl / urban form, parks and recreation areas, urban density, etc.
- There is a potential for alternative energy, like geothermal, that can be constructed at a neighbourhood level.
- What are the best practices?
- There is also an opportunity to integrate between federal, provincial and municipal levels of government.
- The principles of sustainable development should be applied to the Clean Air Strategy Process.
- We should put our collective creativity to developing a number of parallel paths, and not focus on a perceived ‘silver bullet’. Parallel paths could include ...
 - Reduction of environmental footprint from the production and consumption of hydrocarbon energy;
 - Development of renewable and alternative energy sources;
 - Consideration of global solutions, including market based instruments to attract capital and opportunities that maintain investor confidence.
- The goal is clean air, from a human health perspective.
- Those with respiratory illness are the canary in the coal mine...
- We need to ensure that the strategy address both ecological and human health.

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- There is more to human health than exposure to contaminants, as such we need to keep a balance and maintain perspective on what it is we are trying to do
- Precaution and risk aversion are two perspectives that should be kept in balance
- Where can we make the greatest difference with the least cost

5. Terms of Reference

The working group started some initial thinking on their terms of reference.

Discussion

The working group's initial discussion regarding their terms of reference highlighted a range of thought as to the items that should be included. After some discussion, they agreed that the terms of reference should be limited to describing the work of the team, and not the actual clean air strategy in order to meet the timelines for next board meeting. This will allow the Project Team to decide on content details since there is not full membership on the working group. Furthermore, the direction of the discussion was towards a high level terms of reference that is more broad than prescriptive and not contaminant specific. It was suggested that components of sections 6.1, 6.2, and 6.3 from the 1991 strategy be included as discussion points in the first draft of the terms of reference. The working group also explored the roles of different levels of government and how they might be impacted by an Alberta Clean Air Strategy.

The issue of climate change was also raised. It was suggested that the Clean Air Strategy and Climate Change issues were currently undergoing separate, potentially converging, processes. It was also noted that GHG management could be viewed as similar to other categories of air issues, many of which have been or are the subject of separate processes and all of which could come within the broader clean air strategy. AENV noted that the department has a separate process in place for climate change.

Alberta Environment will clarify the department's expectations of the relationship between these two processes at the next meeting.

ACTION 1.2: Matthew will incorporate the initial thinking of the working group into a first draft of a Clean Air Strategy terms of reference. This first draft will be circulated to the co-chairs for comment and then sent to the team by 18 May 2007.

ACTION 1.3: Alberta Environment will clarify their expectations as to the relationship between the Climate Change process and the Clean Air Strategy process at the next working group meeting.

Membership

It was agreed that the current make up of the working group was adequate to accomplish their task of creating a terms of reference. The working group thought that representatives from the following organizations, sectors or interest areas should be invited to join the project team.

Environment Canada
Additional NGO

Agriculture
First Nations

Transportation
Métis

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PPA Buyers

ACTION 1.4: Matthew, working with the cochairs, will identify organizations and individuals to contact regarding their involvement with the Clean Air Strategy Project team.

Budget

CASA working groups and project teams operate with two account types; an internal account, and an external account. The internal account is funded through CASA core funding process and is used to pay for meeting, logistical, and stakeholder support expenses. The purpose of the external account is to support the work of the team or working group. Money for this account is fundraised at the table and managed by the team through the CASA project manager.

It was suggested by the working group that the following items could be included in a draft budget for the next working group meeting. It was noted that this budget is not intended to be all inclusive and comprehensive, and there is not yet agreement on the line items.

- Public consultation
- Emissions forecasting
- Consultant services (i.e. Background research)
- Writer for the final report
- Printing of the final report
- Celebration wrap up event

ACTION 1.5: Matthew and the cochairs will present a draft budget to the working group at their next meeting.

6. Process for moving forward

a. Cochairs

The 3 caucuses met over lunch and discussed who to nominate from the caucus to take on the role of co-chair on the working group. The following were nominated:

Non-governmental Organization Co-chair	Steve Kennett
Alternate	Tony Hudson
Industry Co-chair	Al Mok
Backup	Christine Byrne
Government Co-chair	Bettina Mueller

b. Timing to the CASA board

Ideally, the terms of reference will ready to go to the CASA board for their approval in June. If not, the terms of reference will be presented at the September board meeting.

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Meeting and date	Items to be presented
21 June Coordination Workshop (Red Deer)	Update on the progress and direction of the working group
21 June CASA Board Meeting (Red Deer)	CASWG terms of reference if ready Update on the progress of the working group

c. Next meeting date

The team decided on a tentative next meeting date as:

Date: Monday May 28th

Time: 9:30 – 3:30

Place: Calgary, venue to be determined

If the working group is able to finalize their terms of reference by email, this meeting will not be necessary.

ACTION 1.6: Matthew will confirm the next meeting date with the working group.

7. Other business

No other business was identified.

8. Adjournment

Jillian adjourned the meeting at 3:30.