

Final Minutes



Communications Committee meeting #46

Date: February 16, 2010

Time: 10:00 a.m. – 12 noon

Place: Teleconference

In attendance:

Name	Stakeholder group
Ann Baran	Southern Alberta Environmental Group
Bob Curran	Energy Resources Conservation Board
Brian Waddell	Alberta Environment
Joanna Byers	The Lung Association – Alberta and NWT
Karen Karbasheski	Alberta Energy
Ogho Ikhalo	Alberta Environment
Rachel Turner	Canadian Association of Petroleum Producers (CAPP)
Ruth Yanor	Mewassin Community Action Group
Tony Hudson	The Lung Association – Alberta & NWT
Jean Moses	CASA Secretariat

Regrets:

Name	Stakeholder group
Blake Robert	Alberta Forest Products Association
Kerra Chomlak	CASA Secretariat
Tom Neufeld	Energy Resources Conservation Board

Tony Hudson chaired the meeting, which convened at 10:06 a.m. Quorum was achieved.

Action Items:

Action items	Who	Due
46.1: Make changes to Public Participation Policy and forward to board for approval	Jean	March board meeting
46.2 Brief new committee members and discuss need for industry co-chair	Jean	March 25
46.3 Follow up with board member about coordination workshop concerns	Ann	February 18
46.4 Discuss sole-sourcing policy	Kerra & Jean	Next meeting
46.5 Provide copy of CASA stakeholder support policy to team	Jean	Next meeting
46.6 Check whether members provide link to CASA website from their sites	Jean	Next meeting
46.7 Send decision/information sheets to team	Jean	February 17
46.8 Send Doodle Poll link for next meeting	Jean	Next meeting

40.1: Ask for a committee member from the Oilsands Developers Group	Gord	On hold until Gord's replacement up to speed
42.5: Present costs and options for new visual identity	Jean	On hold until fall pending budget considerations

1) Administration

- a. Agenda approved
- b. Minutes of the Jan. 27, 2010 meeting #46 were approved
- c. Action items follow-up:

Action items	Who	Due
40.2: Follow-up with ERCB re: member	Jean	Done
45.1: Revise public participation policy	Jean/Kerra	Done
45.2 Check with Aboriginal Unit about public participation wording	Brian	Done
45.3: Correct communications tactical plan and send to team	Jean	Done
45.4: Draft government relations plan	Kerra/Jean	Done
45.5: Prepare information sheet on Coordination Workshop to board	Jean	Done
45.6: Develop information sheet about Coordination Workshop for all project teams	Jean/sub-committee	Done
45.7: Continue planning coordination committee	Sub-committee	Done
45.8: Create webpage mockup for board approval	Jean	Done
45.9: Check with AENV about survey questions	Brian	Done
45.10: Get wording for additional survey question	Jean	Done
45.11: Poll for meeting date	Jean	Done

CASA Update:

Jean provided update:

- A special board meeting in March featured presentations about the Clean Air Strategy, Cumulative Effects Approach, and the Land Use Secretariat. They showed that CASA is on track with its 3-year Business Plan.
- The planned e-scan is important. It will look at all policies to determine emerging CASA priorities
- There could be a statement of opportunity for Confined Feeding Operations coming in March.
- The Communications Committee will present five items at the March board meeting. They will include information about the Coordination Workshop. Decisions will be requested for the 2009 Annual Report Performance Measure #5, the Public Participation Policy and the Clearinghouse name change.

2) Approve public participation policy

After some discussion about the first paragraph under responsibilities, the team agreed by consensus to change the first sentence, delete the second, and move it to the beginning of the policy section. On

the top of page two, they agreed that the word “later” should be added. In the first question of Appendix A, a typo was noted.

The team agreed by consensus to approve the policy with those changes, and submit it to the board for approval.

Action item 46.1: Jean will make the agreed-upon changes and forward it to the board for approval at the March board meeting.

3) Explore ideas for industry co-chair

After an explanation that traditionally the communications committee included an industry co-chair, the industry members of the board were asked whether one of them would be willing to volunteer for the position. When it was pointed out that all three were new to the committee, and still needed to be briefed, the committee agreed to defer the question to the next meeting.

Action item 46.2: Jean will brief the three new members in March, and discuss the need for an industry co-chair with them then.

4) Update and discussion about Coordination Workshop

After a short description of what the Coordination Workshop was, why it was being held and details about location and time, the team discussed invitations. The invitation to project teams was informal and rather fun, and there was some talk about the approach the main invitation should take. Some felt it should be more professional/serious than the other since it will go to external invitees as well as CASA stakeholders. That led to a short conversation about the one critical remark heard about the first invitation.

Action item 46.3: Ann will follow up with the board member who appeared to have concerns to get more information about those concerns.

A question was raised about including members of teams in abeyance in the invitation list, and after discussion, it was felt that those people would be included as CASA stakeholders.

One concern was raised about the optics of hiring a consultant when that cost would be 18% of the entire budget. A question about how the report is used, and who reads it, led to further discussion about sole-sourcing instead of preparing RFPs for report-writing. In the end, the team agreed to approve the budget, with a concern expressed about the large amount budgeted for a consultant. The team recommended that the secretariat might re-visit the decision to sole-source this type of work.

Action item 46.4: Kerra and Jean will discuss the decision to sole-source consultants, researching other providers’ costs, and will report back at the next meeting.

Another concern around the budget was whether the amount budgeted for stakeholders included per diems. It was felt that CASA needed to be clear about the support offered.

Action item 46.5: Jean will provide a copy of the CASA stakeholder support policy to the committee by email.

5) Approve the Annual Report text

A draft of the text for the annual report was provided for comments. There was some discussion about the reasons for the drop in web stats. It was suggested that one reason might be broken links from stakeholder sites.

Action item 46.6: Jean will check into whether members are providing a link to CASA on their websites, and ensure those links are active.

The committee was interested in the wording of the decision and information sheets submitted to the board.

Action item 46.7: Jean will send the draft decision/information sheets to the committee for feedback, today if possible.

6) Next steps/Next meeting

Consensus was that a full committee meeting will likely be necessary before the Coordination Workshop, with some key decisions made by email if necessary. The sub-committee will meet as soon as possible to determine timing. The next meeting will be by teleconference.

Action item 46.8: Jean will send Doodle Poll link to members.

7) Adjournment

The meeting adjourned early at 11:00 a.m.