

Minutes



Complaints Task Group, Meeting #4

Date: February 24, 2014

Time: 2pm - 3pm

Place: Teleconference

In attendance:

Name	Stakeholder group
Ron Axelson	Intensive Livestock Working Group
Ann Baran	Southern Alberta Group for the Environment
Roxane Bretzlaff	Canadian Association of Petroleum Producers (Canadian Natural Resources Limited)
Keith Denman	Alberta Environment and Sustainable Resource Development
Jennifer Fowler	West Fraser - Hinton Pulp
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Carolyn Kolebaba	Alberta Association of Municipal Districts & Counties
Darren Morissette	Peace Airshed Zone Association
Tanya Moskal-Hébert	Alberta Agriculture and Rural Development
Dalene Wilkins	Alberta Energy Regulator
Celeste Dempster	CASA

Action Items:

Action Items	Who	Due
4.1: Celeste will direct Scott to begin writing the background report based on his suggested format.	Celeste	ASAP

1. Administrative Items

The meeting began at 2:00pm. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

2. Review Suggested Format for Background Report

Celeste and the task group co-chairs met with consultant Scott Rollans on February 20th to share with him the group's expectations around the background report (based on discussions at meeting #3). Scott's first task was to prepare a suggested format for the report for the task group to review. Scott did so and the suggested format was emailed out to the task group. The purpose of today's meeting is to review the proposed format and provide any additional suggestions so that Scott may begin writing the report.

The task group agreed to the proposed format and approved Scott to begin work on the background report, with highlights from the discussion as follows:

- The information that the task group has already gathered (including presentations, additional policy documents, and notes from the question and answer periods at meeting 2 & 3) has been shared with Scott.
- There will be an update on the background report at meeting #5. The content of the update will depend on the progress made at that point in writing the report. Scott is amenable to attending the meeting if required. Celeste will work with Scott to prepare the update. This will also be an opportunity for Scott to ask the task group any additional questions he may have.
- If Scott has questions between now and meeting #5 he has been directed to speak with Celeste. If Celeste is unable to answer a question she will confer with task group co-chairs.
- The deadline for Scott to provide the final report is March 31st and his schedule will accommodate the two phased approach that the task group outlined at meeting #3.
- The task group discussed Scott as a possible candidate for additional work, if such a need arises.

Action Item 4.1: Celeste will direct Scott to begin writing the background report based on his suggested format.

3. Meeting Wrap-up

The team reviewed the action items from today's meeting.

Meeting #5 will take place in Edmonton on March 10th from 10am-3:30pm.

The meeting adjourned at 2:15pm.