

**Draft Minutes**  
**Enhanced Collaboration with the Water Council**  
**Meeting #3**

Date: Friday, Feb 22, 2008

Time: 10:00 – 2:00 p.m.

Place: CASA Boardroom

Name	Representing
Bob Cameron	NGO
Kerra Chomlak	CASA
Rejeanne Cool	Industry
Gord Edwards	AWC
Robyn Jacobson	CASA
Carolyn Kolebaba	Government
Carmen Rieder	CASA
Terry Sly	AENV, Partnerships & Strategies

**Action items:**

	Action Item	Who	When
3.1	Update members on the Land Use Framework, Cumulative Effects and SREM at the next meeting.	Terry	Next meeting
3.2	Add Terry's presentation to the agenda for the next meeting	Kerra	For next meeting
3.3	Draft and circulate a workplan based on today's minutes for discussion at the next meeting	Kerra	For next meeting
3.4	Coordinate CASA and AWC board meeting schedules for one meeting in 2009	Kerra, Gord	Dec 2008
3.5	Send the full list of 15 CASA project teams to Carmen	Kerra	ASAP
3.6	Send Carmen a complete list of organizations that belong to the AWC, including organizations that are represented as a collective.	Terry	ASAP
3.7	Develop a merged list and a visual to compare the organizations that belong to AWC and CASA for discussion at the next meeting.	Kerra, Carmen	For next meeting
3.8	Draft and circulate the beginning of the report from this committee for discussion at the next meeting.	Kerra, Carmen	For next meeting
3.9	Consider an appropriate explanation to be included with the link to AWC on the CASA website and vice versa and be prepared to discuss at the next meeting.	All	For next meeting

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Meeting called to order @.10AM.

## 1. Greetings & Introductions

## 2. Administration

- a. *Agenda* – The agenda was approved as drafted with two additions:
  - Immediate discussion of meeting chairs
  - Discussion of deliverables added as item 3c
- b. *Chairs* – Rejeanne and Bob volunteered to act as chairs. Rejeanne will chair this meeting.
- c. *Review of minutes from the Dec 7 meeting* – During the minute review, the following points were raised:
  - *Page 3, Subheading: Collaboration versus Merging:* It was reported that this has been recently discussed at AWC and it is not something that the AWC wishes to pursue at this time.
  - *Page 4, Subheading: Current Linkages:* Brian Gillilan, Bob Cameron, and Phyllis Kobasiak are not currently on the boards of both CASA and AWC. The minutes were revised accordingly.
  - *Page 4, Subheading: Brainstorming: “Stakeholders can check back with their stakeholder groups e.g. NGOs intend to report back to both the Clean Air & Energy Caucus and the Water Caucus”* – It was noted that NGO processes differ between CASA and AWC. AWC has 3 seats dedicated to the environmental sector. The environmental sector using the AEN process to identify members, directors and alternates. The environmental sector representatives use the AEN Water Caucus to prepare and debrief for AWC board meetings. There are 7 sectors represented by the NGO broad category, including the 3 environmental sector seats, and they also caucus in advance of AWC board meetings.
  - *Page 4, Subheading: Brainstorming: “However, airshed monitoring may be something that can be shared with the Water Council in order to help meet Objective #1 in the Terms of Reference”* – Clarification was requested. Since airsheds and watersheds are different and differ in boundaries, all agreed that there may not be any overlaps here; however, the statement was made under “Brainstorming” so it will be retained in the minutes.
  - *Page 4, Subheading: Brainstorming: “The Water Council’s focus on dispute resolution doesn’t seem as clear to some people. Some people highly value the CASA process to address issues with a science symposium or a subgroup. CASA may be able to assist the Water Council here.”* – It was clarified that the intention was to share their experience with consensus decision-making with AWC as required, in particular with respect to science symposia. Science symposia have been very useful at CASA in order to bring all stakeholders to a common level of understanding. AWC representatives reported that they are currently working out a dispute resolution process, which will have some common characteristics with the CASA consensus process. AWC has hosted field trips (hydroelectric, wetlands, irrigation), which have been useful to help council members understand the perspective of a particular sector. AWC also

participates in WPAC summits. **It was agreed that CASA should consider the field-trip approach more often.**

- *Page 5, Subheading: Brainstorming: “AWC directors should be invited to observe a CASA board meeting.”* – It was noted that directors are currently extremely busy and that it might be best to defer the invitation to a CASA board meeting for a time.
- *Page 5, Subheading: Survey: “What memberships are common between the AWC and CASA?”* – This information does not need to be on the survey; rather it can be determined by this group.
- *Page 5, Subheading: Survey: “What membership does the AWC have that CASA should have and vice versa?”* – This may not be a question that directors can easily answer. Both organizations have invested considerable time considering who should be at the table.
- *Other discussion points:*
  - i) *Attendance of group members at AWC meeting:* The March 11 AWC meeting will not be a typical meeting. It was recommended that members of this group observe the June 17 meeting instead.
  - ii) *AWC and the Land Use Framework (LUF):* AWC will hear a presentation in September on the LUF and how it will integrate with the *Water for Life* strategy (WFL). It was noted that CASA should also be considering implications of LUF.

d. Review of action items from Dec 7: (*Updates are given in italics following each action item.*)

	<b>Action Item</b>	<b>Who</b>
	Old Business	
2.1	Ask the Executive Director of the AWC to appoint a representative for the ECWC.	Kerra
	<i>Done. Gord Edwards has joined the ECWC.</i>	
2.2	Contact the government about providing representatives from SREM or the Cumulative Effects initiatives.	Carolyn
	<i>Done. Terry Sly has joined the ECWC.</i>	
2.3	Discuss attendance of ECWC members at AWC board meeting with the AWC Executive Director.	Kerra
	<i>Done. Gord recommends that ECWC members attend the June 17 AWC meeting in Calgary. It was noted that once per year, CASA and AWC may consider having meetings back-to-back in the same location to facilitate collaboration.</i>	
2.4	Invite the Alberta Water Council to observe a CASA board meeting.	Kerra
	<i>Done. A standing invitation has been extended to AWC.</i>	
2.5	Prepare a feedback survey for Alberta Water Council directors to review in advance of the CASA board meeting and to complete afterwards.	All?
	<i>Done.</i>	
2.6	Prepare an engaging presentation about the Alberta Water Council collaboration for the CASA board meeting to which Alberta Water Council directors are invited.	All?

	<i>Carried forward. A brainstorming session should be held at a future meeting in advance of the presentation preparation.</i>	
2.7	Obtain lists of Alberta Water Council membership and projects and CASA membership and projects. Add discussion of the lists to the agenda for the next meeting. Prepare a visual to align these lists for ease of discussion.	Kerra
	<i>Done.</i>	
2.8	Consider if representation from other organizations is needed on this team and prepare to discuss at the next meeting.	All
	<i>Done. (This issue can be re-opened for discussion at any time.)</i>	
2.9	Poll the committee and new members for availability for the next meeting.	Kerra
	<i>Done.</i>	

### 3. Terms of Reference for Committee

The draft Terms of Reference (TOR) for the Committee were distributed, embedded in the Dec 7, 2007 minutes. New changes agreed to are indicated in Draft 3. Discussion points raised include (The segment of the terms of reference referred to by the discussion is given in italics.):

- *Background:* Should this group consider collaborations between groups other than CASA and AWC (e.g. LUF)? After some discussion, it was felt that this group should focus on one group at a time. Also, LUF does not yet have a multi-stakeholder group. All agreed that the potential for future collaborations with LUF, Cumulative Effects and SREM should be kept in mind.

**Action item 3.1: Terry will update members on the Land Use Framework, Cumulative Effects and SREM at the next meeting.**

**Action item 3.2: Kerra will ensure that time for Terry’s Land Use Framework presentation is allocated on the agenda for the next meeting.**

- *Goals of the Committee, Educating and raising awareness regarding the activities and processes of both the Alberta Water Council and CASA* – In addition to activities, sharing processes (e.g. performance measures) would be valuable. A key difference between CASA and AWC was noted in that the AWC Reporting Project Team measures performance (implementation progress) of the Water for Life strategy while the CASA Performance Measures Subcommittee measures performance of CASA, not a specific strategy. A task might be to consider what CASA and AWC can learn from each other with respect to performance measures and whether or not recommendations to the boards should be made.
- *Goals of the Committee, Demonstrating a commitment to the important linkage between air, land and water at the strategic level* – A document was prepared by AENV related to this goal and will be discussed at a later meeting.
- *Key Tasks for the Committee “Brainstorm other collaboration options”* – This task should be reworded since options should be tested. The new wording should be: Evaluate other collaboration options.

- *Key Tasks for the Committee “Identify gaps in CASA’s current collaboration with the Alberta Water Council and recognize ‘bridges’”* – All agreed that “bridges” could be removed since the same idea is covered by key task #1.
- *Key Tasks for the Committee “Make recommendations, report to the CASA board and make information available to the Alberta Water Council”* – Members should keep in mind that this committee is a CASA initiative, which means that **recommendations** will be made by this committee to the CASA board. In parallel, **opportunities** could be presented to the AWC executive. It would then be up to the AWC as to whether or not they chose to act on these opportunities. Recommendations made to the CASA board that required action on behalf of AWC could be presented as draft recommendations, which are intended for board discussion (similar to the Performance Evaluation Committee draft recommendations). **The members agreed that the AWC will receive a report of opportunities from this committee while the CASA board will be presented with draft recommendations for discussion.**
- *Key Tasks for the Committee, “Address the need for further public and stakeholder consultation, if any”* – This is a standard phrase in CASA terms of reference. The team has already discussed public consultation and agreed that it is not necessary.
- *Key Tasks for the Committee, “Develop and agree to a workplan”*

**Action item 3.3: Kerra will draft and circulate a workplan based on today’s minutes. The members will discuss it at the next meeting.**

- *Key Deliverables/Timelines:* The committee updated the milestones that it will work towards:
  - June 2008 – This group will prepare a package for presentation and discussion at the CASA board meeting. The package will include: educational presentation, and drafts of the Terms of Reference, and survey. –
  - Nov 2008 – Report and recommendations to the Board, if any
  - Nov 2008 -- Opportunities report to AWC
- *Budget:* The phrase “and stakeholder support as per their policy” should be removed from the end of the budget section
- *Membership:* Terry Sly and Gord Edwards were added to the list of members.

#### **4. Description of Current Linkages between CASA and the Water Council**

The group was reminded that a chart had been prepared for discussion at the CASA board meeting. It is entitled, “Opportunities for Enhanced Collaboration/Integration between CASA and AWC. Terry, Jillian Flett and Kim Sanderson originally had input to the chart. Hardcopies were circulated to the members. The purpose of reviewing the chart was to determine if anything else should be included in the terms of reference for this group.

Each row of the chart was reviewed by the group. In the following chart, columns 1 and 2 are from the original document. Comments made in today’s meeting are recorded in the third column.

Level	Opportunities	Comments
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Strategic	Renewal of Water for Life and Clean Air strategies	Teams are currently established and working on these renewals.
Board	Business plans/operational plans; Developing common indicators on organizational performance; Joint learning opportunities for board members	Kerra has shared CASA reports and operational plans with Gord for the benefit of AWC. Training workshops are being planned jointly for CASA and AWC members. These opportunities might be more at the level of the executive rather than the boards.
Board	Board membership	CASA and AWC could consider 1 meeting per year where the boards meet in the same location, 1 day apart. Board meetings for both CASA and AWC are scheduled for the year in December. <b>Action item 3.4: Kerra and Gord will coordinate CASA and AWC board meeting schedules for one meeting in 2009.</b>
Regional	Improving awareness	Significant differences exist between airsheds and WPACs.

It was felt that the remaining sections of the chart were adequately captured by the committee's draft terms of reference.

**It was agreed that the report from this committee could use some of this information as a guideline to highlight current collaborations.**

The document entitled, "Enhanced Collaboration with Alberta Water Council, Documents for Discussion: 22Feb08" was circulated in advance of this meeting and discussed. Revisions to the document include:

- Only 8 CASA teams are listed but 15 exist.

**Action item 3.5: Kerra will send Carmen the full list of 15 CASA teams.**

- Tim Goos and Jerry Cunningham should be added to the list of individuals that sit or have sat on the boards of both CASA and AWC.
- The AWC is changing hence the list of organizations common to CASA and AWC is not up-to-date.

**Action item 3.6: Terry will send Carmen a complete list of organizations that belong to AWC, including organizations that are represented as a collective.**

**Action item 3.7: Kerra and Carmen will develop a merged list and a visual to compare the organizations that belong to AWC and CASA for discussion at the next meeting.**

**Action item 3.8: Kerra and Carmen will work on a report draft for discussion at the next meeting.**

- Information sharing could be facilitated by having a link to AWC on the CASA website and vice versa. It would be necessary to post an explanation of the link on each website.

**Action item 3.9: All should consider an appropriate explanation to be included with the link to AWC on the CASA website and vice versa and be prepared to discuss at the next meeting.**

## **5. Process for clarifying further linkages between organizations**

Postponed until next meeting

## **6. Next meetings**

Bob will chair the next meeting on Monday April 28, 2008, 9:30 – 2PM at CASA.

## **7. Adjournment at 2PM**