

# Draft Minutes



## **Enhanced Collaboration with the Water Council, meeting #5**

Date: Tuesday, September 29, 2009  
Time: 13:30 to 16:00  
Place: CASA Office, Edmonton

### **Action Items:**

<b>Action items</b>	<b>Who</b>	<b>Due</b>
1.1: Look at the opportunity to coordinate CASA and AWC board meetings in 2010.	Kerra, Gord	Carry forward
1.2: 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.	Kerra, Gord	Next meeting for CASA According to opportunities for AWC
3.1: Provide information about the CASA Board meeting on December 1, 2009.	Kerra	December 1, 2009
3.2: Kerra and Gord will discuss collaboration opportunities on communications.	Kerra, Gord	Next meeting
3.3: Facilitate staff, project managers and board members' educational presentations.	Kerra, Gord	2010
4.1: Update the draft report based on this meeting.	Gustavo	October 15, 2009
4.2: Review report and recommendations in the draft report.	All	October 31, 2009

## **1) Administration**

Réjeanne chaired the meeting, which convened at 13:30.

- a. Welcome and introduction
  - i) In attendance:
  - ii)

### **Name**

Rejeanne Cool  
Bob Cameron  
Tom Burton  
Dave Belyea  
Gord Edwards  
Kerra Chomlak  
Robyn Jacobsen (till 14:30)  
Gustavo Hernandez

### **Stakeholder group**

Ind., ME Global Canada  
NGO, South Peace Environmental Association  
Gvmt, Alberta Association of Municipal Districts & Counties  
Gvmt, Alberta Environment  
Alberta Water Council  
CASA  
CASA  
CASA

b. Review meeting objectives and approve agenda  
 Agenda approved by consensus.

c. Review action items from meeting #4

Action items	Who	Due
3.4: Coordinate CASA and AWC board meeting schedules for one meeting in 2009	Kerra, Gord	There were difficulties to coordinate a combined meeting due to different schedules. It will be analysed as an opportunity for 2010; probably in June 2010
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	Under development for the CASA website. AWC will be consulted. Carry forward for the AWC website because of the current change and development of AWC website and its platform.
4.1: Follow-up with the Water Council Executive to see how they are planning to respond to recommendations made by CASA	Gord Edwards	Done. In August 2008, Gord spoke with the Water Council. The Council is open for presentations, discussions, etc. about processes, experience and opportunities.
4.2: Update PowerPoint presentation for the CASA Board meeting and send it to the team.	Kerra	Done
4.3: Send out Dave's PowerPoint presentation for team members to share with stakeholders, removing one slide.	Kerra	Done
4.4: Poll for dates for the next meeting.	Kerra	Done

**Action Item 1.1: look at the opportunity to coordinate CASA and AWC board meeting in 2010.**

**Action Item 1.2: 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.**

## 2) Refresh on the project

a. Project background

Members refreshed themselves on the original goals, key tasks and deliverables/timelines for the project, based on the Term of Reference.

b. Review existing collaboration activities and implemented actions

i) Gord Edwards gave an update on areas where CASA and the AWC have collaborated. The committee agreed we should structure examples under each of the three goals in the Terms of Reference. These will be added to the draft final report for members' review.

(1) Identify opportunities for leveraging resources, increasing efficiency, avoiding duplicate efforts, and building on each others' successes:

- Both CASA and AWC have exchanged/shared many administrative and operational kinds of documents or had discussions on related topics (e.g.: HR policies, insurance coverage,

- process guidelines, financial management, business planning, membership recruitment and management, etc.);
  - Over the past two years, staff from CASA and the AWC have occasionally observed one another's board meetings; and
  - AWC has gained experience and success with this project in areas such as project management, administration, etc.
- (2) Educate and raise awareness regarding the activities and processes of both the Water Council and CASA:
- The most substantial projects have being led by CASA with participation from the AWC and several other organizations;
  - The AWC finalized the new Process Guidelines last year; the guidelines were shared with CASA, and they could be useful when CASA updates their 3-year plan; and
  - Common present and past members of both boards often cite their experiences and knowledge; this helps the board governance, project management or process perspectives.
- (3) Demonstrate commitment to, and help build on, the important linkages between air, land and water at the strategic level:
- The Land Use Framework's planning activities is a collaborative current project; and
  - The AWC is developing criteria to identify areas that are significant to the maintenance of aquatic ecosystem health (for use in LUF or other).

ii) CASA update on ECWC project

Kerra gave an update on CASA projects relevant to the ECWC committee (e.g.: Airshed project, and the relationship with watersheds, Martha Kostuch Legacy workshop Dec. 2, etc.).

It was observed that collaboration has been taking place naturally, as it just makes sense to build on each others' successes. Committee members have observed some areas where both organizations can learn from each other e.g. symposiums are being held. Both organizations are willing to continue collaborating in different areas and at different levels.

Future work could be identified in the development of Water Quality management framework. AWC has developed a water management at high level and detailed management could be developed.

Coordination workshops are other activity where CASA and the AWC could collaborate to meet our objectives of educating both organizations, and still meeting our own requirements to collaborate internally.

### **3) Review work plan, survey and educational presentation**

a. Review workplan

The workplan provides a guideline in what tasks should be completed:

1. Understand CASA process  
Completed
2. Prepare Terms of Reference  
Completed
3. Develop Workplan and Budget  
Completed
4. Revisit Workplan to ensure process  
Ongoing process

5. Address the need for further public and stakeholder consultation, if any  
**The committee agreed by consensus early in the process that public consultation was not needed for this work. We definitely need to factor in time for stakeholder consultation however.**
6. Prepare an educational presentation and a survey for the CASA board and AWC executive  
A draft for the survey was prepared. Presentations were not developed. See new action item.
7. Observe an AWC meeting  
Completed, Kerra attended AWC meeting.
8. Invite AWC members to observe a CASA board meeting and collect their feedback in the form of a survey  
Completed, Gord attended CASA board meeting in June 2008. A draft version of the survey was developed.  
Martha Kostuch Legacy workshop will be an opportunity for meeting both organizations' members as both organizations are working together on the organizing committee.

**Action Item 3.1: provide information about the CASA Board meeting on December 1, 2009.**

9. Develop a description of existing mechanisms of collaboration, including a list of current activities that overlap. Evaluate other collaboration options. Identify gaps in CASA's current collaboration with the Water Council.  
Ongoing, a draft report was developed and will be updated.
  10. Prepare and present draft recommendations for discussion by the CASA board and a parallel report on opportunities for the AWC executive  
Aiming for December 1 presentation to CASA board.
  11. Address implementation of any recommendations developed  
A plan for implementation should be included in the report.
- b. Review survey; analyze its relevance and confirm purpose  
Most of the questions in the draft survey were answered or in the process of being answered during the development of this project, specifically in the report. In addition, many issues arise about the process for the survey (members' availability to complete the survey, experience in survey development, accuracy of the survey based in one meeting attendance, different survey for different members, etc.). Other processes could reach better results than the survey (continue educational process, Martha Kostuch Legacy workshop, talk with the few common board members, etc.)

**Finally, the committee agreed by consensus that the survey was no longer relevant, and the questions that we previously raised could be addressed with other specific measures.**

- c. Educational Presentation, confirm purpose  
The educational presentation presents several benefits; it is considered a valuable instrument for both AWC and CASA pursuing the goal of improving collaboration between them.  
The projects of both organizations will be described separately, and the educational presentation should be developed and made specific to each audience were identified: the board, the staff and project management levels. The areas for cooperation should also be laid out in the presentation.

It was noted that AWC has no communication staff person working in the organization.

**Action Item 3.2: Kerra and Gord will discuss collaboration opportunities on communications.**

Some board members have participated in both boards, but most of them don't know the details about the other organization's projects. The mutual knowledge and understanding will help in the collaboration process.

**It was agreed that the AWC and CASA should try to schedule an educational presentation at their March or June 2010 meetings.** It is expected that this committee have released the final report before these board meetings. **At staff and project management levels, more informal and occasional meetings will be organized on an as-needed basis.**

The educational presentation will allow knowing and better understanding for other board members of the scope, structure and business planning of both organizations, improving the goal of this project: the collaboration between AWC and CASA. Some benefits are:

- Know the projects in which each organization is working on;
- Know the success experiences of each organization;
- Diminish/eliminate duplicate efforts;
- Improve and develop more effective communication;
- Increase awareness in air and water topics;
- Etc.

**Action Item 3.3: Gord and Kerra will facilitate staff, project managers and board members educational presentations.**

- d. Scope the work in the survey and the Educational Presentation  
It was discussed and scoped in previous items.

## **4) Review draft report and brainstorm recommendations**

a. Review draft report

Last version of the draft report was completed in June 2008. The draft answers most of the survey questions, but it should be updated. Some changes in its structure should be reviewed, moving secondary level information to appendixes.

The report is considered a useful tool monitoring future evolution in the collaborative process between AWC and CASA. It could provide value for strategic planning, organization, education, effectiveness, workshop organization, staff meeting, communication approach, etc. for both organizations.

The report should include recommendations in the three areas captured in the Terms of Reference: opportunities, education and demonstrative commitment. These recommendations could help both organizations in the development of a more proactive and effective collaboration.

CASA has more experience than AWC simply due to more years of existence. Many reports were developed on air quality, and this experience could help in the development of water quality issues. In the same vein, water quality presents own challenges and all the experience gained on reaching consensus on these issues could also help with improvement on air quality issues.

AWC and CASA may develop and organize together events such as symposiums, workshop, staff meetings, etc. These events should aim to deepen the benefit in mutual collaboration, find new strategic linkages between Air and Water, identify cumulative effects at strategic level, and get feedback at different levels and organizations that they could bring statement of opportunities. These

strategic linkages, opportunities, etc. may be addressed to the organization boards, ministers, airshed and watershed management, etc.

The committee discussed the uncertainty that both organizations CASA and AWC were facing with respect to emerging initiatives in Alberta, such as the Land Use Framework and the Cumulative Effects Management Policy. Because roles and responsibilities are not fully pre-determined, it was felt that both CASA and the Water Council could add value to the provincial discussions by suggesting a role for themselves, Airsheds and Watersheds in the new policy climate. **It was agreed that an important starting point would be to document what we are good at/where we add value to policy making in Alberta.**

Both secretariats may work in education on LUF, social and environmental awareness, develop and implement strategic planning and decisions in air and water integration, administrative issues, strategic witnesses, and other initiatives. The work should be at process level, allowing to each organization to set the priority of their projects. In the optimization process, it is important to know where the support for the organizations comes from, and how the teams are funded.

**Action Item 4.1: Gustavo will update the draft report based on today's meeting.**

- b. Discuss new collaborative opportunities; draft recommendations, if any  
The recommendations are organized according to the three goals captured in the Term of References:

**Goal 1: Efficiency, build on successes:**

- 1.1 It is recommended that the following collaborations continue:
- a. Share resources, etc.
  - b. Add examples of current collaboration, training, etc.
  - c. Share CASA's resources (e.g. communications resources, document that explains where we add value/benefits of consensus decision making)

**Goal 2 – Education/awareness**

- 2.1. It is recommended that CASA and AWC attempt to schedule one meeting per year close to one another to encourage informal collaboration.
- 2.2. It is recommended that the CASA and the AWC Boards receive an annual update on both collaboration activities, and substantive work of the other organization (first update could be a presentation; discretion could be used for future updates whether a presentation or a written status report is required).
- 2.3. It is recommended that CASA invites AWC to be involved in CASA coordination workshops, which are held every three years.

**Goal 3 – commitment to linkage between air, land and water at strategic level**

- 3.1. It is recommended that outcomes from both the CASA Business Planning Committee and the pending AWC Business Planning initiative will be to develop a:
  - a. A description of their benefits/where they add value to policy making in Alberta; and
  - b. A plan for discussion by the broader Board and Council that specifies a role for CASA and the AWC in the Land Use Framework/Cumulative Effects management systems. Topics to be addressed should include:

- i. What air/water topics would be appropriate to bring to CASA/AWC and why?
- ii. How CASA, AWC, Airsheds and Watersheds could potentially fit into the Regional Planning Process and/or Regional Advisory Committees?
- iii. Describe the value that a multi-stakeholder organization is able to bring to issues requiring environmental, social and economic perspectives.

**Action Item 4.2: Review report and recommendations in the draft report.**

## **5) Other business, if any**

No other business was identified.

## **6) Next meetings**

- a. Select dates for next meetings, if any  
Conference call will be enough to review the final draft of the report.  
The final report will be presented on December 1, 2009 CASA board meeting. Under this schedule, the report should be finished in October 2009.
- b. Select co-chairs for next meetings  
To be determined
- c. Confirm Key Action items  
It was not necessary.

## **7) Adjournment**

The meeting adjourned at 16:15