

# Minutes



## CASA and AAC Joint Standing Committee Meeting #3

Date: 13 February 2012

Time: 10:00am to 12:00pm

Place: Teleconference

### In attendance:

Name	Organization
Al Schulz	Chemistry Industry Association of Canada
Bob Scotten	West Central Airshed Society
Carolyn Kolebaba	Alberta Association of Municipal District & Counties
Chris Severson-Baker	Pembina Institute
Sharon Willianen	Alberta Environment and Water
Shelly Pruden	Peace Airshed Zone Association
Norman MacLeod	CASA
Celeste Dempster	CASA

### Action Items:

Action items	Who	Status
2.2: Once the workplan and next steps for key task 3 are in place, the Committee will develop performance measures (key task 4).	All	Carry forward. Once workplan and next steps for key task 3 are in place.
3.1: Since quorum was not achieved, Celeste will contact the third AAC member, Kevin Warren, to update him on the meeting and request input on items as required.	Celeste Dempster	As soon as possible.
3.2: The current AAC members will confer and submit a name at the next JSC meeting for an alternate member representing the AAC.	AAC members	Submit name at next JSC meeting.
3.3: Celeste will seek clarification on CASA's in-kind contribution policy and will inform the Committee.	Celeste Dempster	As soon as possible.

## 1. Administrative Items

The meeting began at 10:03am. Participants introduced themselves and were welcomed to the meeting. Quorum was not achieved as only two members of the AAC were present (and three are required to achieve quorum).

***Action Item 3.1: Since quorum was not achieved, Celeste will contact the third AAC member, Kevin Warren, to update him on the meeting and request input on items as required.***

The agenda and meeting objectives were approved.

The Committee noted that the addition of another AAC alternate would allow them to provide better coverage of JSC meetings.

**Action Item 3.2: The current AAC members will confer and submit a name at the next JSC meeting for an alternate member representing the AAC.**

The minutes from meeting #2 were amended and approved by consensus contingent on review and confirmation from the third AAC member, Kevin Warren.

The action items from meeting #2 can be updated as follows:

<b>Action items</b>	<b>Who</b>	<b>Status</b>
2.1: Bob to send latest AAC minutes to Celeste.	Bob Scotten	Complete.
2.2: Once the workplan and next steps for key task 3 are in place, the Committee will develop performance measures (key task 4).	All	Carry forward. Once workplan and next steps for key task 3 are in place.
2.3: Alberta Environment and Water will provide an update at the next meeting on information consolidation with respect to the work being done on sustainable funding for AZs and other AEW partners.	AEW	Complete. The Committee received an update during the teleconference.
2.4: Celeste will put together an annotated workplan to be sent out by email in January for initial review by the Committee.	Celeste	Complete. The Committee reviewed the workplan during the teleconference.
2.5: Members will review the draft CAS roles document from AEW and send any comments to Celeste no later than December 14 <sup>th</sup> .	All	Complete.
2.6: Celeste will compile the comments on the document from AEW and forward them to AEW and the Committee.	Celeste	Complete.
2.7: Celeste will create a Doodle Poll for the next meeting in February.	Celeste	Complete.

## **2. CASA and AAC Updates**

The Committee received an update on CASA activities from Celeste Dempster.

The Committee received an update from Bob Scotten on AAC activities. The AAC has received a cheque from LICA transferring available funds; the AAC, however, is still waiting for corporate documents so that it can set up new bank accounts. The AAC will meet next on April 16<sup>th</sup> where a variety of topics will be discussed including monitoring in the oil sands and activities in the Heartland region.

## **3. Update from Alberta Environment and Water**

At the last meeting of the JSC, AEW committed to providing an update on information consolidation with respect to the work being done on sustainable funding for AZs and other AEW partners. Sharon Willianen provided an update on these activities to the Committee.

AEW has created an annotated table of contents and started work on a report about sustainable funding for AEW partners. This report will pull together information from a variety of sources

including the AMSP, the consultant report from AMEC, the Alberta Water Council's sustainable funding strategy, the "Review of Value and Funding Options for Airshed Zones and Watershed Planning & Advisory Councils to Support Cumulative Effects Management" report, the work on funding for conservation efforts relative to the LUF, etc. Sections of the report may include setting the stage, description of AEW's definition of a partner, who these partners are, AEW's definition of sustainable funding, future goals, unknowns relative to monitoring, the need for a collaborative approach, etc. This report is a work in progress and a draft report is planned for 31 March 2012. This report will be an internal AEW document, but will set the stage for continued and better informed conversations with our partners about decisions on a sustainable funding mechanism(s) for use in Alberta.

It will be important for CASA to keep in close contact with AEW as their report unfolds to ensure that the work the JSC consultant is producing does not duplicate but rather compliments this work. In this way, when the two reports are finished the JSC will be well positioned to continue work on key task 3.

## **4. Consultant Update**

In the time since the last JSC meeting in December 2011, the JSC decided to contract a consultant to put together a discussion document that will be used as a foundation to address key task 3 from the Terms of Reference. An initial scoping of the components of this document were discussed at the last JSC meeting. Volunteers were requested to form a subgroup to interact with the consultant. The members of the subgroup are: Bob Scotten, Bev Yee, Carolyn Kolebaba, Sharon Willianen and Celeste Dempster. The subgroup has been preparing a Schedule A for the consultant that will be finalized very soon. The Schedule A should be viewed as early guidance so that the document and the consultant can respond to the needs of the JSC. Gordon Erlandson is proposed as the consultant to take on this work. He completed the CASA mission review, is familiar with airshed zones, and capable of completing quality work within a short timeframe. It is estimated that this first piece can be ready by the end of April 2012. The subgroup will continue to interact with the consultant during the project and regular email updates will be sent to the entire Committee.

## **5. Next Steps**

The Committee reviewed and updated the workplan based on the expected timelines for the consultant's work. It is expected that the consultant will complete the report by the end of April 2012. As such, the next JSC meeting will be a teleconference mid-way through the consultant's work (most likely in March). At this time the Committee will review an annotated table of contents and provide feedback to the consultant. This will be followed by a face-to-face meeting to discuss the consultant's final report at the end of April/early May. The Committee is aiming to bring a report on key task 3 to the Board in December 2012. This is a realistic goal that will help the Committee to continue to build momentum and make progress on its key tasks.

## **6. Update from Alberta Environment and Water**

At the last meeting, Sharon Willianen shared a one page draft document from Alberta Environment and Water concerning the potential roles description to be included in the draft Clean Air Strategy. The purpose of sharing this document was to get some initial feedback regarding the ideas being put forward around the roles of partner organizations. Committee members and airshed zone Executive Directors had a chance to review the document and make comments. Celeste compiled these

comments and forwarded them to AEW and the JSC. AEW went through the comments and discussed how to reflect some of these changes. Some changes that were made include: various editorial changes that resulted in stronger language, better reflection of the transboundary nature of air issues and addressed comments around place-based air management organizations as well as additional wording around supporting partners with appropriate resources to carry out their roles similar to the Water for Life strategy.

The draft Clean Air Strategy is still awaiting Ministerial review, and there will be continued discussion with the Minister around content for the Strategy and specific actions to realize the Strategy's goals as the document(s) are finalized. Similar to the Water for Life strategy, the draft Clean Air Strategy has accompanying actions (currently in the form of an Action Plan) that will be designed and implemented to create the best system, framework, options, etc. to accomplish the corresponding strategic goals.

## **7. Meeting Wrap-up**

The Committee reviewed the action items from the meeting and confirmed that the next JSC meeting will be a teleconference in March to review the annotated table of contents from the consultant and provide feedback.

Committee members were asked to submit any hours that they had spent preparing for the teleconference. There were some questions around these in-kind contributions. Celeste will seek clarification on CASA's in-kind contribution policy and will inform the Committee.

***Action Item 3.3: Celeste will seek clarification on CASA's in-kind contribution policy and will inform the Committee.***

The meeting adjourned at 11:10am.