

Minutes



CASA and AAC Joint Standing Committee Meeting #4

Date: 22 March 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
John Squarek	Canadian Association of Petroleum Producers
Kevin Warren (from 10:55am)	Parkland Airshed Management Zone
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.
4.1: Since quorum was not achieved, Celeste will contact the third AAC member, Kevin Warren, as well as the NGO member, Chris Severson-Baker, to update both on the meeting and request input on items as required.	Celeste	As soon as possible. Update 15 Jan 2013 – Celeste updated members and no issues were raised.
4.2: Norm will confer with Bev Yee and Sharon Willianen regarding government membership on the Committee.	Norm, Bev and Sharon	As soon as possible.
4.3: Celeste will update the Annotated Table of Contents based on the Committee's comments and email it to the Committee along with a list of 1) the principal consultant and 2) other CASA staff and related contributors.	Celeste	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) and no NGO representative was present.

Action Item 4.1: Since quorum was not achieved, Celeste will contact the third AAC member, Kevin Warren, as well as the NGO member, Chris Severson-Baker, to update both on the meeting and request input on items as required.

Industry representation on the Committee will undergo a change with Al Schulz (CIAC) moving from alternate to member and John Squarek (CAPP) joining the Committee as an alternate. It was also noted that, according to the Committee’s Terms of Reference, all Committee members should also be members of the CASA Board. Sharon Willianen (alternate government representative) is not a Board member but is highly involved in airshed issues at Alberta Environment and Water and provides valuable insight into Committee discussions.

Action Item 4.2: Norm will confer with Bev Yee and Sharon Willianen regarding government membership on the Committee.

The agenda and meeting objectives were approved.

The minutes from meeting #3 were amended and approved by consensus contingent on review and confirmation from the absent members.

The action items from meeting #3 can be updated as follows:

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	Complete.
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	Complete. Jill Bloor (Calgary Region Airshed Zone) and Gary Redmond (Alberta Capital Airshed Alliance) were put forward as alternates.
3.3: Celeste will seek clarification on CASA’s in-kind contribution policy and will inform the Committee.	Celeste Dempster	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 met with Bev Yee and Bob Barraclough for Alberta Environment and Water to discuss the airshed program and its integration into the monitoring program for Alberta as well as the potential for airsheds to take on new challenges in the future (ie. other than monitoring). The AAC has also submitted its corporate filing for incorporation as a non-profit.

3. Consultant and Annotated Table of Contents

Norm provided an update on the rolling draft of the annotated table of contents (TOC) from the consultant on behalf of the Consultant Subgroup. The aim of the TOC is to provide a discussion

document that lines up with the JSC's Terms of Reference, frames the relevant issues and provides the basis for the JSC to make recommendation to the three major stakeholder groups. The "meat" of the TOC are sections E, F, and G. Section E looks at the significant players and initiatives as well as any other relevant considerations that help to provide context. Section F reviews lessons learned and focuses on the positives that have been achieved thus far. Section G focuses on challenges and the way forward. This document should provide a good map of air quality management in Alberta. It is important to remember that the TOC remain fluid so that the consultant has the flexibility to respond to the needs of the JSC.

The Committee discussed the TOC and provided feedback:

- Section E:
 - It will be important to consider air monitoring data-the uses of the data, how it is stored, who uses the data, etc.
 - We need to consider how organizations are funded as well as limits/constraints around funding. Sustainable funding is a pressing issue, and we will need this information to have an informed discussion as a team.
 - Other organizations that should be considered under Section E include: the federal/provincial monitoring plan for the oilsands, the Regulatory Enhancement Project (REP), regional and subregional air management frameworks (these are captured under CEMS). Part of the consultant's work will be to put together a complete list.
- In Section F, we need to emphasize what is going well.
- What is the definition of an airshed?
- There is a lot of work to be done and a realistic completion date is probably about 6 weeks from now.

Action Item 4.3: Celeste will update the Annotated Table of Contents based on the Committee's comments and email it to the Committee along with a list of 1) the principal consultant and 2) other CASA staff and related contributors.

4. Meeting Wrap-up

The Committee reviewed the action items from the meeting and confirmed that the next JSC meeting will be in approximately six weeks time (about mid-May)

Celeste also reminded the Committee that any in-kind contributions should be emailed to her so that she may record them. In-kind contributions represent the time spent in-between meetings preparing for meetings and completing meeting-related tasks by both Committee members and any associated support staff. CASA records these hours and reports them in the CASA Annual Report.

The meeting adjourned at 11:03am.