

Minutes



CASA and AAC Joint Standing Committee Meeting #6

Date: 10 January 2013

Time: 10am to 3:30pm

Place: CASA

In attendance:

Name	Organization
Elise Bieche	CAPP
Jill Bloor	CRAZ
Carolyn Kolebaba	Alberta Association of Municipal Districts & Counties
Shelly Pruden	Peace Airshed Zone Association
Al Schulz	Chemistry Industry Association of Canada
Bob Scotten	West Central Airshed Society
Chris Severson-Baker	Pembina Institute
Sharon Willianen	Alberta Environment and Sustainable Resource Development
Celeste Dempster	CASA

Action Items:

Action items	Who	Due
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.
6.1: Celeste and Sharon will contact the environmental monitoring group to determine when they would be able to meet with the JSC (ideally within the next 4-6 weeks).	Celeste, Sharon	ASAP.
6.2: The AZs will confer with their stakeholders and use the AAC as a forum for a discussion about their 10 year vision.	Shelly, Bob, Jill	Next AAC meeting is in March 2013.
6.3: Invite the Performance Measures Committee to give a presentation to the JSC on performance measurement and developing performance measures.	Celeste	As the JSC agenda permits.
6.4: Celeste will send out a poll for dates for the next JSC meeting.	Celeste	ASAP.

1. Administrative Items

Bob Scotten chaired the meeting which began at 10:00am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved. The minutes from meeting #4 were approved with the addition of an update of follow-up taken with respect to Action Item 4.1. The minutes from meeting #5 were approved.

The action items from meeting #5 were 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.
5.1: Since quorum was not achieved, Celeste will contact the third AAC member as well as the industry members to update them on the meeting and request input on items as required.	Celeste	Completed. Celeste updated members and no issues were raised.
5.2: Any residual comments on the Discussion Paper should be submitted to Celeste no later than July 20 th .	All	Completed.
5.3: Shelly will send the Discussion Paper to the AZ Executive Directors/AAC on behalf of the JSC who can then transmit it to AZ Board members.	Shelly	Completed.
5.4: The CASA Secretariat will transmit the Discussion Paper to the AWC and WPACs on behalf of the JSC.	Celeste	Completed.
5.5: Bev will transmit the Discussion Paper to the GoA on behalf of the JSC.	Bev	Completed.
5.6: Bev will transmit the Discussion Paper, under separate cover, to the new organization that is being formed headed by Ernie Hui at the appropriate time.	Bev	Completed.
5.7: Celeste will poll for dates for the next meeting in late fall after the decisions from government have been announced.	Celeste	Completed.
5.8: The CASA Secretariat will prepare a foil to be discussed at the next meeting that, for each key task in the Terms of Reference, describes observations and assumptions and provides possible options for future JSC action.	Celeste	Completed and is on the agenda for discussion at today's meeting.

2. CASA and AAC Update

Celeste provided an update on CASA activities:

- The next Board meeting will be on March 27th in Calgary.
- At the CASA Board meeting in December:
 - The Board approved the formation of a working group to develop the project charter for the 2013 Electricity Framework Review. The working group had their first meeting on 8 January 2013 and plans to bring the project charter forward for the March Board meeting
 - The Board reiterated their commitment to the Odour Management Working Group whose formation was approved at the September meeting. The first meeting of the working group is scheduled for 14 January 2013 where they will develop the project charter for an Odour Management Project Team.

- The Board heard four presentations on developments related to air quality management (the Clean Air Strategy, the Land-use Framework, the Regulatory Enhancement Project and the new Environmental Monitoring System) and discussed opportunities for CASA to contribute to this work. A prominent theme was non-point source emissions. Based on these discussions, CASA will be re-working the Statement of Opportunity on transportation emissions management that is in development to focus on non-point source emissions. It is anticipated that this Statement of Opportunity will be brought to the Board for consideration at the March meeting.

Bob and Jill provided an update on AAC activities:

- The AAC will be organizing a 1-day conference in Edmonton. They will be asking each airshed zone to take responsibility for a topic and organize a speaker, panel, etc. for the conference. Stay tuned as the conference continues to develop.
- There have been many changes this year. The AAC has had good discussions about these changes and has focused on being proactive, increasing visibility, getting their voice heard, and promoting their vision.
- The next AAC meeting will be in March 2013.

3. Key Tasks Tables

At the last JSC meeting, the Committee discussed the need to understand, review and prioritize the eight key tasks from the Terms of Reference in order to move forward and plan the continuing work of the JSC. The JSC asked the Secretariat to prepare a ‘foil’ that could be used to engage in and provide context for this discussion.

The Secretariat prepared a table with four columns – the first outlines the key tasks; the second describes observations and assumptions associated with each key task; the third summarizes the current status of the key task, if applicable; and the fourth column offers some thoughts on a path forward/next steps. The table is also colour coded to differentiate between key tasks that are continuing and ongoing, those that are time-limited requiring attention in the short term, and those that are time-limited requiring discussion on next steps in the medium term.

The JSC reviewed the table and thought that the colour coding accurately reflected current priorities. Overall, the Committee felt that this table is a useful tool through which to view and discuss the eight key tasks.

4. Key Task 6

Key task 6 is:

- Propose resolution to the question of AAC membership on the CASA Board by 2013.

Key task 6 is colour coded in the key tasks table as being a time-limited task requiring attention in the short-term. This key task calls for resolution by 2013 and is also being brought to the forefront by recent CASA Board discussions. In September 2012, the Board discussed the need to take a more comprehensive approach to Board membership. The Board stressed that this discussion is broader than simply Board membership, and should consider *how* organizations are engaged. The Board asked the Executive Committee to discuss this issue and bring forward a proposal for the Board to

review. The Executive Committee will meet on 11 January 2013 (tomorrow) to discuss this issue and their proposal will be presented at the March Board meeting. The JSC has the opportunity to provide advice to the Executive Committee for consideration during their discussion tomorrow.

The JSC was provided with the following background information to supplement their discussion:

- The airshed zones first applied for membership on the CASA Board in 2004. At this time, the CASA Board decided against airshed zones membership, but recognized that the value of improving communications between the airshed zones and CASA and subsequently invited each airshed zone to make an annual presentation to the Board.
- In June 2008, the AAC requested membership as the representative for the airshed zones. In response to this request, the Board directed a committee to be formed to clarify the roles and relationships between CASA and the airshed zones.
- The Airshed Zones Board Committee submitted their final report in March 2010 which included four recommendations – three concerned communication between CASA and the AAC/AZ and the fourth called for the formation of the CASA and AAC Joint Standing Committee.
- The Terms of Reference for the CASA and AAC Joint Standing Committee was approved in September 2010 and had its first meeting in February 2011.
- The CASA bylaws state that the total number of Board members cannot exceed 22 and that the number of members from each category (industry, government, NGO) will not be less than 20% or more than 49% of the total.
- Currently there are 5 NGO members, 8 government members, and 9 industry members (with one vacant membership).
- The JSC was also provided with the most current list of Board members.

The JSC discussed the needs of the airshed zones with respect to CASA and prepared the following advice for the Executive Committee to consider during their discussion:

- Airshed zones needs:
 - Current and timely 2-way communication with the CASA Board
 - Being able to participate in discussions
 - Involvement in CASA project teams as appropriate
 - Providing AZ expertise
- Key Messages for the Executive Committee:
 - Non-voting participation on the CASA Board would meet the current airshed zone needs
 - This representative would be from the AAC
 - The role of AZs is in transition
 - Could be appropriate to have full CASA Board membership in the future
 - An administrative question for consideration is: Would a new/special category need to be created (beyond NGO, government and industry)?

The JSC also noted that this Committee is helping to meet the needs of the AZs right now. This Committee should continue to improve communication between the CASA and AAC/AZs. For example, AAC co-chairs receive the CASA Board meeting agenda prior to the meeting. This procedure could be updated to include follow-up post-Board meeting. There are several ongoing and continuing key tasks from the key tasks table that relate to communication.

Since Chris is a member of the Executive Committee, he has offered to share the outcomes of this discussion with the other members at the meeting tomorrow. Celeste will also update Norm in advance of the Executive Committee meeting.

5. Key Task 3

Key task 3 is:

- Identify, discuss and make recommendations related to:
 - Policies and strategies that could potentially affect CASA and AAC and its members,
 - Overall policy pressures resulting from government initiatives, and pressures coming from stakeholders or the public with respect to air quality management, and
 - Further clarification of the roles, interests and relationship between AAC, airshed zones and CASA.

In 2012, the JSC commissioned a discussion paper to form a basis for discussions around key task 3. This discussion paper was completed in August 2012 and was transmitted to a variety of relevant parties. At the last JSC meeting in July 2012, the Committee decided to wait for several key announcements affecting air quality management in Alberta before considering next steps on the questions posed at the end of the discussion paper.

The JSC reviewed the question posed in the discussion paper in light of recent announcements on the national AQMS, Alberta's Clean Air Strategy, the new environmental monitoring group, the Regulatory Enhancement Project as well as the continued development of the Land-use Framework.

After discussing each of the questions, the JSC members concluded that, while the Committee has the expertise to respond to these questions, it is uncertain where JSC efforts would be best spent and if there would be a recipient for the advice that the JSC would generate. Direction is required to determine where the JSC can best contribute. As such, the JSC determined that the next steps for key task 3 are to invite representatives from Ernie Hui's environmental monitoring group (possibly Ernie Hui and Tim Jantzie) to meet with the JSC. The objectives of this meeting would be:

- To categorize the questions from the discussion paper:
 - What questions could the JSC work on to provide support/help?
 - Where is advice not needed/wanted?
 - Which questions have already been answered?
 - Which questions would be better answered by another body/group (ex. the CASA Board)?
- To take this opportunity to further explore the question(s) where the JSC could do work and receive direction on how best to provide support/help.

Action Item 6.1: Celeste and Sharon will contact the environmental monitoring group to determine when they would be able to meet with the JSC (ideally within the next 4-6 weeks).

6. Workplan for 2013

The Committee discussed how to incorporate the key tasks colour coded as ongoing/continuing and requiring attention in the medium-term into the JSC 2013 workplan and where they would like to focus their efforts over the next year. In the shorter term, the JSC would like to focus on the meeting with the environmental monitoring group, hear the results of the Board discussion on membership

and work to improve communication between CASA and the AAC/AZs (key task 2 and 7). Future work will depend on the outcomes of the meeting with the environmental monitoring group. These discussions will be served by having clear direction from the AAC/AZs on their future direction.

Action Item 6.2: The AZs will confer with their stakeholders and use the AAC as a forum for a discussion about their 10 year vision.

The JSC discussed creating performance measures for the Committee (key task 4). It was also suggested that it would be useful to have guest speakers on various relevant air policy initiatives on a regular basis to help keep the Committee informed.

Action Item 6.3: Invite the Performance Measures Committee to give a presentation to the JSC on performance measurement and developing performance measures.

7. Next Meeting

The Committee reviewed the Action Items from the meeting.

Action Item 6.4: Celeste will send out a poll for dates for the next JSC meeting.

The meeting adjourned at 2:30pm.