

Minutes



Non-Point Source Technical Task Group, Meeting #2

Date: Wednesday, April 6, 2016

Time: 10:00 am – 3:30 pm

Place: CAPP Office, Calgary, AB

In attendance:

Name	Stakeholder group
Patrick Andersen	West Central Airshed Society/Alberta Airsheds Council (AAC)
Randy Angle	Alberta Environmental Network (AEN)
Ike Edeogu (by phone)	Alberta Agriculture and Forestry (AAF)
Rhonda Lee Curran	Alberta Environment and Parks (AEP)
Richard Melick (by phone)	AEP
Bob Myrick (by phone)	AEMERA
Koray Onder	CAPP
David Spink	Prairie Acid Rain Coalition/Alberta Environmental Network
Frauke Spurrell	AEP
Amanda Stuparyk	CASA

Regrets:

Name	Stakeholder group
Mandeep Dhaliwal	Calgary Region Airshed Zone/AAC
Victoria Pianarosa	Parkland Fuel Corporation
Martin Van Olst	Environment and Climate Change Canada

Action Items:

Action Items	Who	Due
1.3: Task group members will look for any non-point source information, resources or data and send to Amanda via email to post within the 'NPS Resource Library'. <i>Members will include the link to the resource (or pdf document) and short description for posting.</i> - Focus for resources as they pertain to the task group objectives and need to be reviewed.	All task group members	Ongoing.
1.8: Amanda will complete the request to re-title the NPS Resource Library on the CASA website 'regions' to the 'airzone' titles to reflect Alberta specific terminology.	Amanda	ASAP
2.1: Gov will send the proposal from Health Canada (and U of C) work in the Calgary area to Amanda for the group reference.	Frauke	ASAP
2.2: Send the CEMA air modelling study to Amanda for the task group reference and post to the NPS Resource Library.	David	ASAP
2.3: AEMERA will work with AEP as needed to gather information and data for the task group reference and review for ambient air modelling task 1b) as discussed.	Bob	Meeting #3

2.4: Task group members will summarize the resources and data by creating a short summary document (1-2 page) based on the priority information for the task group to review and discuss as follows: - Koray will summarize the CMAC Reports/info. - Patrick will summarize the EC Speciation work. - David will provide a summary on the LAR. - ANY OTHER MEMBERS able provide a summary within their technical expertise is welcome.	As indicated	Meeting #3
2.5: Review the NPS Resource Library for any specific resources that should be reviewed by the task group in order to meet their work objectives.	All task group members	Meeting #3
2.6: Send an updated NPS Library resource listing to the task group members that includes all documents collected since Meeting #1.	Amanda	Meeting #3
2.7: Draft a Table showing Task Group Resources relevant to each of workplan tasks 1-4 so the task group can follow the applicability of data collected and reviewed.	Randy	ASAP
2.8: Amanda will work with the Task Group co-chairs on the Task Group Update from Meeting #2 for the Project Team and include the initial priority list of NPSs.	Amanda & TG Co-Chairs	Meeting #3

1. Welcome and Administrative

The meeting began at 10:00 a.m. with Amanda chairing the meeting. All task group member's in-person and on conference call introduced themselves and were welcomed to the meeting. Meeting quorum was achieved. The draft agenda and meeting objectives for the day were approved.

The minutes from meeting #1 were approved with general editorial changes that were sent to Amanda prior to the meeting. The status of action items from meeting #1 were updated as follows:

Action Item	Who	Status
1.1: Amanda will update the Task Group Terms of Reference workplan document based on discussions and agreed upon group logistics and provide a revised draft including comments/edits back to the group for acceptance.	Amanda	Complete.
1.2: Amanda will provide the information and login for the CASA website NPS secured area for the task group members to access and review the content of the NPS Resource Library.	Amanda	Complete. This was sent by email to the group.
1.3: Task group members will look for any non-point source information, resources or data and send to Amanda via email to post within the 'NPS Resource Library'. <i>Members will include the link to the resource (or pdf document) and short description for posting.</i>	All task group members	Carry Forward. Ongoing.
1.4: Government will assess current data/information available from their modelling group and will provide the task group relevant summary reports on emission inventories and trends.	Richard	Complete. Discuss under Agenda Item #3.
1.5: Have a discussion with AEMERA on their abilities and capabilities to provide the task group ambient monitoring data within the CAAQS regions.	David	Complete. AEMERA able to assist with data review/collection.
1.6: Government will assess what information/data/reports may be available for the task groups' Task (1c) air quality modelling (including anything available for the US).	Frauke	Complete. Discuss under Agenda Item #3.

1.7: CAPP will see what may be available from other jurisdictions and the US for air quality modeling studies.	Koray	Complete. Discuss under Agenda Item #3.
1.8: Amanda will complete the request to re-title the NPS Resource Library on the CASA website 'regions' to the 'airzone' titles to reflect CAAQS related terminology.	Amanda	Carry Forward.
1.9: Task Group members will find any information on source apportionment studies and information from Health Canada's work in Calgary on PM 2.5 (i.e. CRAZ (Mandeep); WCAS (Patrick) will find information on the work done by EC in the Fort Air region.	Mandeep / Patrick	Complete. Amanda will send around the Health Canada proposal and other resources will be added to the Library.
1.10: Task group members will work on the Task Group ToR workplan in between meetings within the discussed deadlines: - initial edits and comments submitted to Amanda - review revised draft document and provide approval email confirmation or final edits/comments	Amanda	Complete.
1.11: Amanda will prepare a short summary document (and review with the task group co-chairs) to provide the project team an update of the task group first meeting.	Amanda/ Co-Chairs (Randy/Patrick)	Complete.
1.12: Amanda will create and send out a Doodle poll for task group member's availability for the next task group meetings as discussed.	Amanda & Task group members	Complete. Meetings into June booked.

Additional Information:

Action Item 2.1: Gov will send the proposal from Health Canada (and UofC) work in the Calgary area to Amanda for the group reference.

2. Communications – Key Updates

CASA Update. Amanda provided an update on CASA secretariat activities:

- CASA is in good shape administratively and in its current projects but has the capacity to support additional initiatives. At the March Board Meeting, the government agreed to identify its current top priorities (including air and climate change priorities) to help assist in identifying priority areas for additional CASA projects.

CASA Board Meeting Update. Amanda provided highlights from the March 24th Board Meeting:

- The Board heard substantive updates from the Non-Point Source, Performance Measures review and Communications Teams.
- CASA's Annual Report is being drafted and should be released in June/July.
- The NPS Presentation was very well received; the Board continues to express great interest in this project. The team noted the presentation could be used as an overview and update for internal discussions within organizations and should be posted online for team members.
 - A Board member suggested the project team consider prescribed fires in the province as an emission source as they are becoming more common (including fire fighter training).
 - It was confirmed to the Board that QA/QC of monitoring data is not part of the team or task group work, but that the task group would identify any assumptions and limitations in their work.

The next CASA Board meeting is June 15, 2016 in Calgary and as committed the NPS Project Team will be providing an update presentation to the board.

Task Group Member Updates. The group was given an opportunity to provide updates on their organization or other related activities:

- CAPP is currently concerned about their limited resources and are noting that they would prefer this task group work finish their work sooner rather than later.
- Communications within the group and outside the group was discussed. The group confirmed the preferred mode of communications would be through the secretariat (and project team) if they are approached to provide information on the group or project. General information is okay to share but any media/news out to the public should be brought to Amanda.

Task Group Update for the Project Team

The Project Team received an update document via email. They were happy to hear of the meeting #1 work and members' commitment and initiative to begin their work immediately. They share concern about timelines and had a discussion to allow some flexibility on the deadlines. The Project Team requested the following from the task group:

- Discuss the considerations from the Project Team and CASA Board and add as applicable into the terms of reference tasks including prescribed burning / fire fighter training, and, industrial monitoring data availability and rural area data.
- The task group is to consider some more flexibility in their timeline for their deliverables to the project team. To ease the noted 3-month timeline for flexibility (i.e. is up to 6 months a more reasonable timeline?) and assist with concurrent activity, the project team is requesting the Task Group's advice in stages on NPS on which to focus.
 - Initial stage information includes the task group providing the project team in the next 1-2 months with its initial, emerging (high-level) list (top "X" number) of top priority, including context as to why those sources are being flagged.
- Thereafter, further analysis and refinement (including any considerations for consultant work) of the list can occur in stages in the coming months and should include updates at each of the project team meetings, until the final deliverable.

The challenge for the task group and project team remains in linking the information and data back to CAAQS impacts with the applicable data and uncertainties and in getting the right level of information for the project, recognizing that the relative priority of NPS may be more important than absolute contributions.

3. Discuss Data Collection and Review Action Items

The task group reviewed information and data resources that were provided by members from meeting #1. While reviewing the information they discussed what other data/resources are needed and how these will be reviewed, assessed and discussed further.

AEP provided the group a comprehensive overview of the state of data and trends for NPS in Alberta. The group agreed the summary document meets their requirements under the workplan Task 1a). The document includes information on both point and non-point sources and any assumptions for modelling or trending. The group would like to have more time to review the document with all other data to determine if anything further is needed.

Data requirements and requests from the Task Group to fulfill the Task 1b) were discussed. It was noted the Fort McKay area have data showing clear trending upwards but the government is still needing to dive a bit further into the data to determine seasonality or local events. David will share the report to be posted to the NPS Resource Library.

Action Item 2.2: David will send the CEMA air modelling study to Amanda for the task group reference and post to the NPS Resource Library.

After discussion, AEMERA will work on the following ambient monitoring data/trends as discussed for Task 1b) for group to review at next meeting (or as soon as possible). Under the Canada Wide Standards data goes back to 2001 so the request for trending from 2001 to up to 2013 or 2014/2015 where possible would provide the group the most recent information. There were 4 initial data requests including:

1. Ambient data trends on PM_{2.5}/O₃/SO₂/NO₂/total hydrocarbons (with and without events), note there is little public data for ammonia and is only available for 3 or 4 monitoring stations)
2. Air monitoring station data that are at or within exceedance of CAAQS – an initial analysis with any weather-related information (including stations lat/long physical locations)
3. Individual day data where numbers are higher (what are the events with associated data incl. meteorological)
4. Any collection/summarizing PM speciation data (at 1 station) that is available including identifying primary or secondary, or data that has been collected but not currently publically available

Action Item 2.3: AEMERA will work on data requests (with AEP as needed) for the task group reference and review of ambient air monitoring task 1b) information as discussed at the meeting.

Action Item 2.4: Task group members will summarize the resources and data by creating a short summary document (1-2 page) based on the priority information for the task group to review and discuss as follows:

- ***Koray will summarize the CMAQ Reports/info.***
- ***Patrick will summarize the EC Speciation work.***
- ***David will provide a summary on the LAR.***
- ***ANY OTHER MEMBERS able provide a summary within their technical expertise is welcome.***

The task group discussed the project team's request for an initial list of priority NPS. Based on their knowledge and expertise the group brainstormed and discussed what NPS emissions were of top concern or priority. After discussion an initial list of NPS's of concern was agreed to by the group and was noted to be draft and may/will change and be further refined upon their work and analysis. The list is not inclusive at this time but only the main areas of agreement at the time.

The draft initial NPS priority list to the team includes:

- a) Light/Passenger Vehicles;
- b) Heavy-duty on-road;
- c) Off-road Engines;
- d) Industrial Fugitive VOC.

Summaries will be explored and further requirements on emissions inventories, and trends & forecasting, ambient monitoring data, and air modelling will be discussed by task group members at meeting #3.

4. Review NPS Resource Library

Amanda provided all task group members with the instruction to access the internal NPS Project Team Resource Library prior to the meeting and quickly reviewed the library at the meeting. The members were asked to review all sections and contents for discussion at next meeting provide any additional documents that can be added. Amanda will add all of the task group resources/information into the library for members to review in a new section for the group. The group discussed using the library as they move forward with their work.

Action Item 2.5: All task group members will review the NPS Resource Library for any specific resources that will assist and should be reviewed by the group in order to meet their work objectives.

Action Item 2.6: Amanda will send an updated NPS Library resource listing to the task group members that includes all documents collected since Meeting #1.

Action Item 2.7: Randy will draft a Table showing Task Group Resources relevant to each of workplan tasks 1-4 so the task group can follow the applicability of data collected and reviewed.

5. Discuss Draft of Workplan/ToR from Meeting #1

The task group had a productive discussion about the ToR/workplan draft that was sent to the group for review that included all information and discussion from Meeting #1. The group worked on comments or edits to the document and were encouraged to clarify any questions or points for discussion with the project team or group further.

The group agreed to some general edits and rearranging of the document. The work focus is on the Task 1, as these are the main data review requests from the team. Based on work in the meeting there were no further breakdown of work areas or details to the Task 1.

The Task Team reviewed Tasks 2, 3, 4 and agreed to edits as discussed. It was noted that there are additional considerations for the task group that will need to be addressed in their work and discussed in the final deliverables.

The group confirmed they are not asking for any budgetary considerations to the project team at this time and are currently unsure of their required timelines to complete the work. They will need to start their data collection and review in order to have a better idea of how long this work will take.

The group discussed next steps and will review the final ToR workplan and ensure any final comments or blocks to approving the document are provided to Amanda via email. The group agreed to give their final ToR to the project team for their review and approval.

All task group members will review the finalized Task Group Term of Reference/Workplan document sent via email and ensure they approve of the document to be sent to the Project Team.

6. Review Revised Task Group Workplan/ToR

This discussion and process is captured in #5 above.

7. Update to the Project Team

The task group had a high level discussion around what the project team should know about this meeting and task group work including any considerations (i.e. budget) that need to be addressed.

Amanda will provide a verbal update and present the task group initial list to the team at their next meeting but the group does not feel they need to officially present. Amanda will work with the co-chairs to draft a meeting summary document to be shared with the team including:

- there was a fulsome discussion on the collected resources for Task (1) of the ToR and AEMERA will provide the group with information for next meeting,
- based on the knowledge and expertise of the members the initial NPS priority list was drafted for the project team, and
- the task group finalized their ToR/workplan and request the project team review/approve.

Action Item 2.8: Amanda will work with Task Group co-chairs on the Task Group Update from Meeting #2 for the Project Team including the initial priority list of NPSs.

8. Meeting Wrap-up and Next Steps

The group reviewed action items from the meeting and confirmed their next meeting is April 26, 2016 at the CASA office. They noted areas of they will work on in between their meetings.

Considerations and objectives for the next meeting are to:

- Review and discuss Task 1b) data/information from AEMERA
- Review summaries of information resources/data to meet work objectives
- Review and discuss Resource Library content
- Discuss outstanding information and how to get the work done.

The meeting adjourned at 3:35 p.m.