

# Draft Minutes



## Performance Measures Committee meeting #61

Date: 18 October 2011

Time: 10:00 am – 2:00 pm

Place: CASA

### In attendance:

| Name             | Stakeholder group                     |
|------------------|---------------------------------------|
| Bob Myrick       | Alberta Environment                   |
| Ted Stoner       | Canadian Petroleum Products Institute |
| Ruth Yanor       | Mewassin Community Council            |
| Celeste Dempster | CASA                                  |
| Linda Jabs       | CASA                                  |
| Robyn Jacobsen   | CASA                                  |

Ted Stoner chaired the meeting which began at 10:04 am. Quorum was achieved.

### Action Items:

| Action items  | Who              | Status  |
|---|------------------|---|
| 53.3: Contact Health and Wellness to inquire if the SSN would be a more suitable indicator for performance measure 2c.  | Ruth Yanor       | Ruth will contact Merry Turtiak for an update on the SSN and the possibility of using it as an indicator. |
| 54.4: Celeste to investigate which CASA recommendations related to net-metering and if there is data readily available.   | Celeste Dempster | Information would be derived from AB Utilities Commission. Celeste to determine if info is available.     |
| 55.1: Celeste will follow-up with the implementers of R&A recommendation 12(b) for more information.  | Celeste Dempster | Reported that the recommendation is covered in next energy framework; keep tracking                       |
| 58.9: Celeste to review the Vehicle Emission, Acidifying Emissions and Flaring and Venting reports and see if there are any H <sub>2</sub> S and Benzene recommendations. | Celeste Dempster | Celeste will check for any benzene and H <sub>2</sub> S recommendations.                                  |
| 61.1: The Committee will review the objectives from the new Strategic Plan after it has been approved by the board to determine how they relate to performance measures.  | All              | At next meeting (early January)   |
| 61.2: Celeste will follow up with the responsible government agency to obtain a status update on Recommendation #1 (R&A project team, 2007).                              | Celeste Dempster | As soon as possible   |

|  |                  |                                 |
|--|------------------|---------------------------------|
| 61.3: Once Action Item 60.2 is complete, the Committee will test Recommendation #1 (R&A project team, 2007) against the seven selection criteria to determine if it should be assessed.                      | All              | At next meeting (early January) |
| 61.4: The Committee will present the Low-Rated Recommendation Matrix to the board at the March 2011 meeting.   | TBD              | March 2012                      |
| 61.5: Celeste will reframe the follow-up questions as open-ended and present them to the Committee for review.   | Celeste Dempster | 28 October 2011                 |
| 61.6: Once Action Item 60.5 is complete, Celeste will follow-up with the relevant parties, who were identified at the meeting, for a status update.  | Celeste Dempster | As soon as possible             |
| 61.7: Celeste will draft a 1-2 page document that gives an introduction to developing new/revised performance measures and the questions for discussion which will be presented to the Committee for review. | Celeste Dempster | 28 October 2011                 |
| 61.8: Celeste will discuss the plan to present a 1-2 page discussion document for input at the December 2011 board meeting with the CASA secretariat.  | Celeste Dempster | As soon as possible             |
| 61.9: Celeste will confer with the Communications Committee to give them a status update and to determine if a meeting is required to discuss performance measures.  | Celeste Dempster | As soon as possible             |

## 1) Administrative Items

The Agenda and Meeting Objectives were approved by consensus.

The minutes from meeting #60 were approved by consensus.

Action items from meeting #60 were reviewed as follows:

| Action items   | Who        | Status         |
|--|------------|----------------|
| 53.3: Contact Health and Wellness to inquire if the SSN would be a more suitable indicator for performance measure 2c. | Ruth Yanor | Carry Forward. |

|   |            |   |
|---|------------|---|
| <p>54.4: Linda to investigate which CASA recommendations related to net-metering and if there is data readily available.</p> <p>NB: To clarify this action item, this was a recommendation from the Electricity Project Team which was a sub-committee of the Renewable and Alternative Energy Framework team. Linda will try and follow up on where reporting on net metering is at.</p> | Linda Jabs | Carry Forward – Information would be derived from AB Utilities Commission. Linda to determine if info is available. |
| <p>55.1: Linda will follow-up with the implementers of R&amp;A recommendation 12(b) for more information.</p>   | Linda Jabs | Reported that the recommendation is covered in next energy framework; keep tracking                                 |
| <p>58.9: Linda to review the Vehicle Emission, Acidifying Emissions and Flaring and Venting reports and see if there are any H<sub>2</sub>S and Benzene recommendations.</p>  | Linda Jabs | Carry forward. Linda in the process of checking for benzene recommendations.  |

## 2) CASA Update

Celeste gave an update on current CASA activities. Robyn provided the Committee with a review of the Managing Collaborative Processes guide and the new Strategic Plan. It was noted that the objectives and goals from the new Strategic Plan will be important for the Performance Measures Committee.

**Action Item 61.1: The Committee will review the objectives from the new Strategic Plan after it has been approved by the board to determine how they relate to performance measures.**

## 3) Performance Measure #3

The Committee found that there were two recommendations from one project team approved by the CASA board in 2007. The Renewable and Alternative Energy Project Team put forth the following recommendations:

1. The Renewable and Alternative Energy Project Team recommends that the Government of Alberta develop and implement a policy framework to increase the supply of and demand for renewable and alternative electrical energy in Alberta. This policy framework should be developed and implemented in a timely manner, with a report on the status of implementation provided by the Government of Alberta to the CASA board within one year. The Government should consider including in the policy framework the elements and policy options described in this report.
2. The Renewable and Alternative Energy Project Team recommends that the Government of Alberta consult with stakeholders and consider their concerns in developing a Renewable and Alternative Electrical Energy Policy Framework for Alberta.

The Committee found that Recommendation #1 was substantive but required more information in order to determine if it satisfied the seven selection criteria.

**Action Item 61.2: Celeste will follow up with the responsible government agency to obtain a status update on Recommendation #1 (R&A project team, 2007).**

**Action Item 61.3: Once Action Item 61.2 is complete, the Committee will test Recommendation #1 (R&A project team, 2007) against the seven selection criteria to determine if it should be assessed.**

The Committee found that Recommendation #2 was operational and will therefore not be assessed.

## **4) Low-rated Recommendations**

The Committee reviewed the procedures for assessing low-rated recommendations. The low-rated recommendation matrix is an evergreen document that will be presented annually to the board at the same time as Performance Measure #3 and #5 (usually March).

**Action Item 61.4: The Committee will present the Low-Rated Recommendation Matrix to the board at the March 2011 meeting.**

The Committee reviewed all the recommendations from the Low-rated Recommendation Matrix and identified the relevant party to contact for a status update. The Committee identified four questions that will be asked to follow-up on each of the recommendations:

- 1) What is the status of the recommendation?
- 2) Is there any action planned?
- 3) Is this recommendation being addressed by another venue?
- 4) Should this recommendation be closed/or more work? Please provide rationale.

**Action Item 61.5: Celeste will reframe the follow-up questions as open-ended and present them to the Committee for review.**

**Action Item 61.6: Once Action Item 61.5 is complete, Celeste will follow-up with the relevant parties, who were identified at the meeting, for a status update.**

## **5) Developing New/Revised Performance Measures**

The Committee had a meaningful discussion which generated some high level questions and comments around the philosophy of CASA's performance measures. The following points were raised:

- What is the purpose of CASA's performance measures?
- How will we use these measures (ex. To inform, to make decisions, etc)
- What does CASA want to be known for?
- How do we define success?
- Who is our audience?
- What do we want to tell our audience about CASA? What story do we want to tell?
- There is a need to differentiate between the direct and indirect impacts of CASA (ie. trends vs performance measures).

- It is important to consider the short- and long-term impacts of CASA.
- One way to think about the idea of direct/indirect and short/long-term is using a logic model which divides a program into inputs, activities, outputs (short-term), outcomes (medium-term) and strategic outcomes (long-term).
  - In the logic model inputs and activities are areas of control internal to the organization; outputs are the direct outputs to beneficiaries; and outcomes (both direct and indirect) and strategic outcomes are areas of influence external to the organization.
- It will be important to keep standards in mind so that we can have context for the results of our performance measures.
- It will be important to consider the frequency with which performance measures are reported.

After having this high level discussion, the Committee decided to consult with the board to get feedback on some of these ideas and to solicit strategic direction for proceeding with the performance measures review. The Committee brainstormed questions to create a dialogue around developing new/revised performance measures which would be presented to the board in a 1-2 page discussion document at the December 2011 board meeting. At this time the Committee will also ask the board for volunteers to strike a working group to continue the discussion around developing new/revised performance measures. The Committee also emphasized the importance of consulting and engaging with the Communications Committee.

**Action Item 61.7: Celeste will draft a 1-2 page document that gives an introduction to developing new/revised performance measures and the questions for discussion which will be presented to the Committee for review by the end of October.**

**Action Item 61.8: Celeste will discuss the plan to present a 1-2 page discussion document for input at the December 2011 board meeting with the CASA secretariat.**

**Action Item 61.9: Celeste will confer with the Communications Committee to give them a status update and to determine if a meeting is required to discuss performance measures.**

## 6) Next Steps

The Committee reviewed the workplan and emphasized the importance of allocating enough time to prepare for the December 2011 and March 2012 board meetings.

The Committee reviewed the Action Items from the meeting.

The Committee affirmed that the next meeting will take place face-to-face in early January. It was noted that preparation for the December 2011 board meeting will be done by email but it is possible that there could be the need for a short teleconference.

Meeting was adjourned at 1:49 pm.