

# Draft Minutes

## *Performance Measures Committee meeting #66*

Date: 15 January 2014

Time: 10:00 am – 3:30 pm

Place: CASA office, 10035 108 Street, Edmonton

### **In attendance:**

<b>Name</b>	<b>Stakeholder group</b>
Martina Krieger	Alberta Environment and Sustainable Resource Development
Keith Murray	Alberta Forest Products Association
Ruth Yanor	Mewassin Community Council
Celeste Dempster	CASA

### **Action Items:**

<b>Action Items</b>	<b>Who</b>	<b>Due</b>
66.1: Celeste will distribute AER ST60B report and review it for explanations about changes in flaring and venting.	Celeste	ASAP
66.2: Martina will verify with Andrew Clayton the process for reporting against the CAAQS.	Martina	ASAP
66.3: Martina will verify language around “airsheds” used in the AQMS.	Martina	ASAP
66.4: Martina will follow-up with Bob Myrick regarding low-rated recommendation 3 from the Acidifying Emissions Project Team.	Martina	By next meeting
66.5: Celeste will prepare the draft 2013 annual report and send it to the Committee for review.	Celeste	By February 11
66.6: Celeste will prepare the draft Board presentation and send it to the Committee for review.	Celeste	By February 26

## **1) Administrative Items**

The meeting began at 10:10 pm. Quorum was achieved.

The agenda and meeting objectives were approved by consensus.

The minutes from meeting #65 were approved by consensus. Action items from meeting #65 were reviewed as follows:

<b>Action Items</b>	<b>Who</b>	<b>Status</b>
64.2: Celeste will follow-up on the Data Issues Group recommendation 5-10 to obtain more information on the intent of this recommendation.	Celeste	Complete. See additional information below.

64.3: Celeste will follow-up on the Data Issues Group recommendation 6-8 to obtain more information on the intent of this recommendation, how it was envisioned it could be implemented and what would subsequently be done with the information.	Celeste	Complete. See additional information below.
64.4: Celeste will contact the Co-Chairs of the 2005 Renewable and Alternative Energy Project Team to get more information on how this recommendation could be met.	Celeste	Complete. See additional information below.
65.1: Celeste will administer the 'Recommendation Implementation Assessment Questionnaire' for the three recommendations that were identified as substantive from 2009.	Celeste	Complete.
64.2: Martina will forward data being collected by AESRD to Celeste.	Martina	Complete.
64.3: Celeste will poll for dates for a full day meeting in mid-January 2014.	Celeste	Complete.

Additional Information:

Action Item 64.2: Celeste contacted the Data Issues Group co-chairs on several occasions but was not able to obtain any additional information.

Action Item 64.3: Celeste contacted the Data Issues Group co-chairs on several occasions but was not able to obtain any additional information.

Action Item 64.4: Celeste was able to contact one co-chair from the 2007 Renewable and Alternative Energy Project Team. This update was added to the Low-rated Recommendations Matrix.

## 2) Performance Measures and Indicators Results

A significant amount of work from Alberta Environment and Sustainable Resource Development and CASA Secretariat staff was expended to gather the 2013 performance measures and indicators. The Committee reviewed the results and discussed them in relation to the upcoming report to the Board, with highlights as follows:

Performance Measures:

- The results of the CASA audit will not be available until February 2014. Celeste will share these results with the PMC once they are available.
- The target for CASA to be acting on all objectives from the Strategic Plan was not met. The PMC noted that this is a target to strive for but likely won't ever actually be met. Many of the objectives rated as red would be assigned to the CASA Communications Advisor and there is currently no staff person filling this position. The Secretariat is aware of the red rated objectives and will be discussing options at their internal review meeting.
- The Board will likely be interested in the breakdown in Board attendance as government did not meet its target. The breakdown will not be included in the written report, but can be supplied verbally during the Board presentation.
- In the table accompanying the measure "Document produced to inform GoA & other stakeholders...", the description of the HAHT final report's Anticipated Influence on Air Quality should read (including animal health) after ecological health for clarity.
- There was no data available for the measure "Number of visits to CASA's Information Portal webpage" as the page is still in development.

- There were two measures for which no data was collected. This data was to be collected by the Secretariat using an excel spreadsheet, but this method of data collection proved unsuccessful. The PMC discussed ideas to improve data collection such as having one staff person in charge of collecting data, and placing easily visible coloured charts near staff's desks. At the Secretariat internal review meeting, this should be revisited with staff. The PMC agreed that data collection should be attempted again for 2014. If the same problem persists, then the measures will need to be re-evaluated.
  - Number of phone inquiries for information.
  - Number of 3<sup>rd</sup> party requests for CASA assistance.

Performance Indicators:

- As they are low-rated, recommendations 7 and 8 from the 2008 Electricity Framework Review team will be added to the low-rated recommendations matrix for continued followed-up.
- It would be helpful for the presentation to the Board to have a map with the stations implemented from the AMSP.

***Action Item 66.1: Celeste will distribute AER ST60B report and review it for explanations about changes in flaring and venting.***

### 3) Review Performance Measurement Strategy

The Committee reviewed the running list of potential adjustments to the Performance Measurement Strategy. The Committee agreed to recommend the following adjustments to the Board:

<b>Adjustment To:</b>	<b>Recommended Adjustment</b>	<b>Reason</b>
Measure, Secretariat - Degree of CASA members, partners and stakeholders' satisfaction with CASA.	Make the PMC responsible for administering the Stakeholder Satisfaction Survey (from which this measure is derived) rather than the Communications Committee.	Since the PMC must analyze and report this data, logistically, it is more straightforward if they are also responsible for data collection.
Measure, Goal 2 - Degree of satisfaction with project team work by sector.	Change from "by sector" to "by team".	The PMC found that when the team survey responses were broken down by sector there were no longer enough responses to make the analysis significant. If reported by sector, it may also be possible to deduce who answered the survey compromising the anonymity of respondents.
Indicator - Percentage of stations assigned to action levels defined by the CASA PM and Ozone Management Framework based on annual three-year data assessments completed by Alberta	Change "CASA PM and Ozone Management Framework" to "Canadian Ambient Air Quality Standards".	In 2014, AESRD will begin reporting against the Canadian Ambient Air Quality Standards (CAAQS) rather than the CASA PM and Ozone Management Framework.

Environment and Sustainable Resource Development.		
Indicator - Geographic percentage of province covered by airshed zones.	Change “airshed zones” to “airshed zone organizations”.	Under the Air Quality Monitoring System there is some confusion over new terminology, this change will align the indicator with the AQMS terminology and prevent confusion.
Performance Measurement Strategy, Section 6.2: Review Process	Add additional wording to this section that speaks to aligning the performance measures review with the review and approval of CASA’s Strategic Plan.	CASA’s performance measures are linked to CASA’s Strategic Plan. Logistically, the performance measures review should follow the review and approval of CASA’s Strategic Plan in accordance with the strategic planning cycle.
Appendix 3 - Calculation Instructions	After completing the first round of calculations, the PMC was able to locate some additional detail to the calculation instructions which should be added to Appendix 3.	Detailed calculation instructions in the Strategy helps to add memory to the system and help ensure consistent calculation.

*Action Item 66.2: Martina will verify with Andrew Clayton the process for reporting against the CAAQS.*

*Action Item 66.3: Martina will verify language around “airsheds” used in the AQMS.*

#### 4) Low-rated Recommendations

The Committee reviewed the status updates for each of the items in the low-rated recommendations matrix. The Committee made recommendations to the Board on the low-rated recommendations as described in the table below. These recommendations will be included in the 2014 PMC annual report to the CASA Board:

Recommendation	Original Rating	Recommendation from PMC
2003		
<i>Data Issues Group</i>		
5-10 Regularly report pollution trends, together with correlated health effects.  AND  6-8 Link vehicle emissions to ambient data, human exposure and health effects.	3	<u>Recommendation:</u> Close.  <u>Reason:</u> No agency to generate these links.  <u>Additional action recommended:</u> The type of work referred to in these recommendations, while important, is most often addressed by

		<p>researchers rather than CASA stakeholders. Both of these two recommendations are very broad and wide-reaching. In the spirit of CASA's new policy of creating SMART recommendations (specific, measurable, actionable, realistic, and time-bound), the PMC would like to create a short document that could be provided to teams contemplated research-related recommendations. This document would outline general research methodology and needs around pollution and health trends that would allow teams to create SMARTer recommendations. The PMC would design a letter outlining this request, send it to several researchers, compile the document, and make it available to teams.</p>
<b><i>PM and Ozone Team</i></b>		
<p>10. Science and Analysis Recommendations</p> <p>c) It is recommended that Environment Canada conduct research to investigate the vertical structure of ozone in the atmosphere to better determine the contribution of stratospheric intrusion and tropospheric mixing to ground level ozone. A report on this work to be delivered to the CASA Board in 2005.</p>	3	<p><u>Recommendation:</u> Close.</p> <p><u>Reason:</u> Complete.</p> <p>This research has been completed and the article "A modeling assessment of the origin of Beryllium-7 and Ozone in the Canadian Rocky Mountain" was published in the Journal of Geophysical Research in September 2013.</p>
2005		
<b><i>Renewable and Alternative Project Team</i></b>		
<p>Recommendation 16(b): Use and implementation of a tracking system in Alberta</p> <p>As soon as possible, and on an ongoing basis when the system is available to accept the data, AESO submit generation data for facilities registered with WREGIS (or a similar system).</p> <p>[NB: WREGIS is the Western Renewable Energy Generation Information System and AESO and AESO is Alberta Electric System Operator.]</p>	0	<p><u>Recommendation:</u> Close.</p> <p><u>Reason:</u> It is being addressed in other ways.</p> <p>Renewable generators can voluntarily supply offset credits to the regulated Alberta carbon market. There is an Alberta registry, protocols and infrastructure for doing so developed and maintained by Environment and Sustainable Resource Development. This goes beyond what is required to track RECs (Renewable Energy Certificate) as it is a quantification of greenhouse gas emissions savings rather than only of MWh produced.</p>

The Committee found that the following recommendations require continued tracking as implementation progresses:

- 2007, Renewable and Alternative Project Team, Recommendation 1:
  - The Framework is currently in development and the PMC will wait until further information is available before making a recommendation to the Board.

The Committee found that they required more information on one recommendation in order to make a recommendation to the Board.

***Action Item 66.4: Martina will follow-up with Bob Myrick regarding low-rated recommendation 3 from the Acidifying Emissions Project Team.***

## 5) Preparations for March Board Meeting

The PMC reviewed the action items from today's meeting.

The Committee discussed the schedule to prepare the 2013 PMC annual report. Celeste will prepare a first draft of the 2013 annual report and send it to the Committee for review. The Committee will review the document electronically, Celeste will compile any comments and submit the report for inclusion in the CASA Board book.

***Action Item 66.5: Celeste will prepare the draft 2013 annual report and send it to the Committee for review.***

Martina and Keith volunteered to give the presentation at the March Board meeting. The PMC noted it would be helpful to present internal performance measures, then performance measures and indicators for inclusion in the CASA annual report.

***Action Item 66.6: Celeste will prepare the draft Board presentation and send it to the Committee for review.***

Once the presentation is complete, presenters will meet with Celeste in-person to prepare for the March Board meeting presentation.

The meeting adjourned at 2:15pm.