

# Minutes



## **Performance Measures Review Working Group meeting #4**

Date: 28 June 2012

Time: 10:00 am – 3:30 pm

Place: CASA

### **In attendance:**

Name	Stakeholder group
Ann Baran	Southern Alberta Group for the Environment
Peter Darbyshire (by phone)	Graymont Inc.
Robyn Jacobsen	CASA
Carolyn Kolebaba (by phone until 12:30pm)	Alberta Association of Municipal District & Counties
Crystal Parrell (until 2:10pm)	Alberta Environment and Sustainable Resource Development
Ruth Yanor	Mewassin Community Council
Celeste Dempster	CASA

### **With regrets:**

Name	Stakeholder group
Cindy Christopher	Imperial Oil
David Lawlor	ENMAX

Ruth Yanor chaired the meeting which began at 10:02am. Quorum was achieved.

### **Action Items:**

Action items	Who	Due
3.1: Once a rough draft of the Strategy is prepared, Celeste will add a list of acronyms to the document.	Celeste	When Strategy is complete.
3.4: Celeste and Robyn will research the Balanced Scorecard in greater depth and explore if it is possible to integrate the two methodologies and what might be the benefit of doing so.	Celeste and Robyn	Done. Carry forward to meeting 5.
4.1: Celeste will begin adding definitions to the terms in the glossary.	Celeste	Ongoing.
4.2: Celeste will update the written strategy with the discussed changes.	Celeste	By next meeting.
4.3: Celeste will update the objectives in the Straw Dog and send to the Group for review.	Celeste	3 weeks prior to next meeting.
4.4: After Action Item 4.3 is complete, the Group will individually brainstorm measures/indicators for each objective and send to Celeste.	All	2 weeks prior to next meeting.

4.5: Celeste will compile the measures/indicators that the Group brainstorms for each objective in the Straw Dog for consideration at meeting 5.	Celeste	By next meeting.
4.6: Celeste will poll for dates for the next meeting for the end of July/middle of August.	Celeste	ASAP.

## 1) Administrative Items

Participants were introduced and welcomed to the meeting.

The agenda and meeting objectives were approved by consensus.

The minutes from meeting #3 approved by consensus.

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

Action items	Who	Due
3.1: Once a rough draft of the Strategy is prepared, Celeste will add a list of acronyms to the document.	Celeste	When Strategy is complete.
3.2: Celeste will consult with Bob Myrick to determine the original intent of the Principle “The indicators should be cost effective for all stakeholders”.	Celeste	Done.
3.3: Celeste will send the powerpoint presentation on methodologies to the PMRWG.	Celeste	Done.
3.4: Celeste and Robyn will research the Balanced Scorecard in greater depth and explore if it is possible to integrate the two methodologies and what might be the benefit of doing so.	Celeste and Robyn	Done. Carry forward to meeting 5.
3.5: Each member of the group will fill in a logic model (to the best of their ability) for CASA from a big picture organizational point of view and send to Celeste by Thursday June 14 <sup>th</sup> .	All	Done.
3.6: To help the group members with Action Item 3.5, Celeste will send out the logic model template and explanatory handout as well as the current performance measures and goals from the Strategic Plan.	Celeste	Done.
3.7: Celeste will compile the draft logic models from Action Item 3.5 and send to the PMRWG in time for the next meeting.	Celeste	Done.
3.8: Celeste will contact absent PMRWG members to update them on meeting #3.	Celeste	Done.

## 2) CASA Update

Celeste gave an update on current CASA activities:

- The next Board meeting will be held on September 27<sup>th</sup>.

- The CASA and AAC Joint Standing Committee has contracted a consultant to write a discussion paper to form a basis for future discussions around policies and strategies affecting airshed zones as well as roles, interests and relationships between the AAC, airshed zones and CASA. The Committee will meet to review the discussion paper and discuss next steps in July.
- The CASA Coordination Workshop was held on May 29-30 in Red Deer. The Workshop was well received by attendees and material coming out of the Workshop will soon be posted on the CASA website.
- The CFO project team has reached an agreement to disband and is currently drafting their submission to the CASA Board which will be presented at the September Board meeting.
- The Electricity Project Team will be ramping up in fall for the 2013 Electricity Framework 5-year review.

### **3) Review Changes to Revised Sections of the Strategy**

#### Section 1-Glossary:

The Group reviewed the glossary list and determined that it is time to begin adding definition to the running list.

*Action Item 4.1: Celeste will begin adding definitions to the terms in the glossary.*

#### Section 2-Background Information:

The Group reviewed the Background Information section and agreed to change the title to History of Performance Measurement at CASA. The Group agreed to move the detailed information on past performance measure reviews to Section 6-Performance Measures Review. The word ‘indicator’ was added to the bulleted list following the paragraph discussing the 2009 review to clarify what were the new and revised indicators.

#### Section 3-Guidance for Performance Measurement at CASA:

The Group reviewed Section 3 and made several editorial changes.

*Action Item 4.2: Celeste will update the written strategy with the discussed changes.*

### **4) Action Item 3.7: Straw Dog-Logic Model**

The Group reviewed and discussed the Straw Dog Logic Model. There was a lot of positive feedback. The Group decided to add in the full written mission and vision at the top of the diagram along with a short 3-4 word description of each of the four goals from the Strategic Plan. ‘Air quality monitoring data’ will be added to the ‘inputs’ box. Under Strategic Goal 2, ‘supporting airsheds’ will be added to the ‘activities’ box. Under Strategic Goal 3, ‘providing strategic advice on the CASA Data Warehouse’ will be added to the ‘activities’ box and in the ‘outcome’ box the second bullet will be changed to ‘CASA ensures that the information required to provide relevant policy advice is available’.

The Logic Model will be added to the Strategy as an Appendix and will be referenced in the Methodology section.

## **5) Action Item 3.7: Straw Dog-Objectives and Measures/Indicators**

The group reviewed and discussed the three tables presented in the Objectives and Performance Measures/Indicators Straw Dog. The Group focused on refining the list of objectives while also considering the feasibility of attaching a measure/indicator to that objective.

*Action Item 4.3: Celeste will update the objectives in the Straw Dog and send to the Group for review.*

*Action Item 4.4: After Action Item 4.3 is complete, the Group will individually brainstorm measures/indicators for each objective and send to Celeste.*

*Action Item 4.5: Celeste will compile the measures/indicators that the Group brainstorms for each objective in the Straw Dog for consideration at meeting 5.*

The Group also began brainstorming a list of guidelines that should be provided to Project Teams to help them with Performance Measurement at the team level:

- Project teams should come up with one overarching measure that asks “What does success look like for this team?”. This will help to measure the long term success of project teams.
- Teams should also know that the Performance Measures Committee follows up on the implementation of recommendations. To make this task easier, team should ensure that their recommendations are SMART (specific, measurable, accountable, results-oriented and time-bound).
- It would also be useful to bring in someone from the Performance Measures Committee to consult when a team begin to look at solutions and when they have worded their final recommendations.

## **6) Next Steps**

The Group discussed the content that should be included in Section 4-Methodology as well as next steps for Section 5-Performance Measurement Framework.

The Group determined that Section 4-Methodology will include information on the Logic Model and will reference the Logic Model prepared by the Group which will be included in the Appendix. After the presentation on the Balanced Scorecard, which will occur at the next meeting, the Group will decide any of these additional concepts should be included. The Methodology section will be updated to reflect this.

At the next meeting, the Group will review the revised Straw Dog Objectives and choose performance measures/indicators for each objective which will be included in Section 5.

## **7) Looking Ahead**

The Group reviewed the workplan and agreed that the Group is on track to present the final product to the CASA Board in December 2012. The Group discussed that it would be useful to provide an update and presentation to the Board at the September 2012 meeting. This would be a chance to introduce some of the new concepts, provide an overall update on the status of the review and receive feedback from the Board.

***Action Item 4.6: Celeste will poll for dates for the next meeting for the end of July/middle of August.***

The meeting adjourned at 2:25pm.