

Final Minutes



Performance Measures Subcommittee Meeting #35

Date: Monday, February 5, 2007
Time: 9 am to 3 pm
Place: CASA Small Boardroom

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In attendance:

Name	Organization
Bob Myrick	Alberta Environment
Mary Griffiths	The Pembina Institute
Ted Stoner	Canadian Petroleum Products Institute (CPPI)
Jillian Flett	CASA
Marianne English	CASA
Brian Free	CASA
Sharon Hawrelak	CASA Communications Committee

Action Items

Task	Who	When
33.9 Consult with stakeholders re the potential indicators, three measures of particulates and the question of absolute emissions versus emission intensities.	Mary, Bob, Ted	Before the March CASA Board meeting
33.12 Consult CASA stakeholders with respect to CASA organizing a meeting on the AQHI for Environment Canada.	Jillian	For next subcommittee meeting
33.14 Follow-up on the outstanding assessments. (<i>performance measure #3</i>)	Marianne/Brian	For next subcommittee meeting
34.8 Revise the description of the methodology.	Marianne/Brian	For next subcommittee meeting
35.1 Correct the minutes of December 18, 2006 and have them posted on the CASA website.	Brian	Asap
35.2 Contact Markus Kellerhals to find out if Environment Canada is still interested in an AQHI meeting in Alberta.	Marianne/ Brian	For next subcommittee meeting
35.3 Do the statistical analysis of the odour complaint data Marianne has collected.	Marianne/Brian	Asap
35.4 Check the EUB report with respect to terminology to be used around coalbed	Marianne/Brian	Asap

methane.		
35.5 Revise the documents in question and insert them in the appropriate places in the report.	Marianne	Asap
35.6 Draft an executive summary for the performance measures review report and forward it to subcommittee members for review and use in stakeholder consultations.	Marianne	Asap
35.7 Consult with stakeholders as soon as you receive the executive summary of the report.	Bob, Mary, Ted	Asap
35.8 Revise the performance measures review report and forward it to subcommittee members for review.	Marianne	Asap
35.9 Forward comments on the executive summary and the report to Marianne.	All	Asap
35.10 Prepare slides for both presentations to the board (performance measures review and performance measure #3	Brian	By March 15
35.11 Present the performance measures review report and the performance measure #3 report to the board at their March, 2007 meeting.	Ted	On March 29
35.12 Finalize the indicators for performance measures #s 4 and 5.	Sharon and Marianne	Before February 28

Jillian chaired the meeting.

1. Introductions

Brian Free and Jillian Flett introduced themselves. Jillian replaces Donna Tingley on the subcommittee. Brian will replace Marianne English at the end of the month.

2. Administration

a. Review and revise agenda and meeting objectives

The meeting objectives and the draft agenda were reviewed and accepted.

b. Review and approve draft minutes from December 18, 2006

The draft minutes for the PMS meeting of December 18, 2006 were approved with the following correction:

- On page 7, the 3rd check marked bullet should read “coal bed methane is sometimes flared like solution gas but data is currently not available for coal bed methane flaring”.

Action 35.1: Brian to correct the minutes for the December 18 meeting and have them posted on the CASA website.

c. Review action items

Task	Who	When
29.4 Work through the calculation procedures for the indicators for performance measure #1	Marianne	Drop
32.10 Review Bill Page's recommendations to determine if he suggested surveying anything.	Marianne	Done
32.12 Review the results from previous stakeholder surveys for recommendations on changes to the questionnaire.	Marianne	Done
32.17 Check the minutes and notes from previous subcommittee meetings for suggestions on recommendations we might wish to make to the board during our presentation to the board on the performance measures review.	Marianne	Done
33.9 Consult with stakeholders re the potential indicators, three measures of particulates and the question of absolute emissions versus emission intensities.	Mary, Bob, Ted	Before the March CASA Board meeting
33.12 Consult CASA stakeholders with respect to CASA organizing a meeting on the AQHI for Environment Canada.	Jillian	Carry forward - Need to determine status of this meeting
33.13 Consider if a question re CASA support to airsheds can be added to the stakeholder questionnaire.	All	Done
33.14 Follow-up on the outstanding assessments. (<i>performance measure #3</i>)	Marianne/Brian	Carry forward to next meeting
34.1 Have the minutes for the October 19 meeting posted on the CASA website.	Marianne	Done
34.2 Review the CERI report to CASA on energy efficiency and conservation opportunities.	Marianne	Done
34.3 Continue to pursue data on energy intensities.	Marianne	Drop
34.4 Telephone Mike Brown (from the EUB) and remind him that we really need the assessments of implementation of flaring and venting substantive recommendations.	Donna/Brian	Done
34.5 Revise the 2006 workplan.	Marianne	Done

34.6 Raise the matter of the subcommittee chair with the new Executive Director.	Donna	Done
34.7 Revise the summary table of the status of the emission trend calculations.	Marianne	Done
34.8 Revise the description of the methodology.	Marianne/Brian	Carry forward to next meeting
34.9 Revise the summary table of results from the emission trend calculations.	Marianne	Done, except for odour complaints
34.10 Prepare a draft of the subcommittee's report to the board.	Marianne	Done
34.11 Revise the summary table of results for the energy use indicators.	Marianne	Done
34.12 Provide notes to the subcommittee re advice on revising the stakeholder questionnaire.	Donna	Notes provided to Marianne
34.13 Prepare recommendations on revising the stakeholder questionnaire.	Marianne	Done
34.14 Prepare a draft workplan for 2007.	Marianne	Done

With respect to item #33.12, Donna left this item to be handled by Jillian. Marianne offered to determine the status of this meeting by calling Markus Kellerhals.

Action 35.2: Marianne to telephone Markus Kellerhals to find out if Environment Canada is still interested in an AQHI meeting in Alberta.

With respect to item # 34.3, Marianne made some attempts to find suitable data on energy intensities but was not able to find any.

With respect to item # 34.9, Marianne completed all the statistical calculations except those for odour complaints.

Action 35.3: Marianne or Brian to do the statistical analysis of the odour complaint data Marianne has collected.

d. Review workplan for 2007

The December version of the subcommittee's workplan for 2006 was revised. This provided a starting point for developing the draft workplan for 2007. Marianne summarized the draft workplan for 2007; except for a typographical error, the 2007 draft workplan was accepted.

3. Performance Measures Review

a. Bill Page report review

Marianne summarized comments in Bill Page's report related to performance measures. The first of the subcommittee's draft recommendations to the board came from the report. Bill Page did not suggest any additional items for the stakeholder survey.

b. Status of measures and indicators needing work

The subcommittee discussed the document "Status of Measures and Indicators Needing Work". During the discussion it was pointed out that:

- With respect to item 4 in the list of "Measures and Indicators needing Work", Alberta Environment is constructing an "inventory of ecological effects monitoring programs";
- With respect to item 9, the subcommittee's comments are to be forwarded to the Communications Committee;
- With respect to items 10 and 11, delete the phrase "with the above suggestions in mind";
- With respect to item 1 in the "Current Status of Measures and Indicators Needing Work", the subcommittee is awaiting the development of a technique to measure dry deposition and so this item should be considered in 2009;
- With respect to item 3, the subcommittee could not find an airshed indicator;
- With respect to item 7, we should mention that CASA teams need to be reminded that their recommendations need to be stated in a manner so that they can be measured;
- With respect to item 8, the Secretariat feels that it may be possible to do an electronic survey rather than a mail-out survey and an expert to reword the questions is not completely out of the question.

c. Summary of emission trend calculations

The subcommittee discussed the document "Reduced Emissions of Substances of Concern in Areas of CASA Action: Potential Indicators and their Trends" and decided that:

- A list of acronyms and abbreviations is needed at the front of the report;
- Acronyms, abbreviations and chemical symbols should be avoided as much as possible in the table;
- The column "Direction of Trend" can be deleted but footnotes should be used to indicate the meaning of "+", "-" in the "% Change since 1994" column;
- Data periods must be given;
- Significance level needs to be given;
- Backward extrapolation may be all right but forward extrapolation is unacceptable;
- The "No Data" and "No Substances Identified" rows should be separated from the table;
- The "Coalbed Methane" row should be deleted.

Action 35.4: Marianne or Brian to check the EUB report with respect to terminology to be used around coal bed methane.

d. Summary of calculation of energy use indicators

The subcommittee discussed the document "Energy Use as an Indirect Measure of Air Quality in Areas of CASA Action" and decided that:

- The general comments made with respect to emission trends apply here as well;

- For all the “fuel sold” parameters it must be made clear that it is fuel sold for road transportation vehicles;
- For the energy mix indicators, need to explain what “na” signifies;
- For the “Increase in %R+A” indicator, we should give an absolute value for 2005 since we cannot determine a % change since 1994 or since 2000;
- Need to explain what the brackets around the “% Change” value for the energy mix indicator signify.

e. Recommendations

The subcommittee discussed the draft recommendations and decided:

- The report should contain an executive summary and the recommendations should appear in the executive summary;
- The recommendations in the executive summary should be brief and should contain only what is new or changed;
- A complete list of performance measures and indicators could appear in an Appendix and in this Appendix, what is new or changed should be bolded;
- It should be noted that “greenhouse gas emissions” include “methane” emissions;
- In the first two additional indicators for performance measure 4, the word “detecting” should be changed to “measuring”;
- With respect to the “Performance Measures Stewardship Process”, the table should start with January 2007;
- The fact that the performance measure 3 presentation was delayed from November, 2006 to March, 2007 should be noted;
- Any other exceptions should be noted as well
- Recommendation 1 should read as follows “Teams are to measure their own performance with respect to their terms of reference (including who, what, when)”.

Action 35.5: Marianne to revise these documents and insert them in the appropriate places in the report.

4. Performance Measures Review – Report to the Board

a. Review report outline

The subcommittee reviewed the draft report outline and decided that:

- The report needs an executive summary, table of contents and list of abbreviations, acronyms and chemical symbols;
- Abbreviations, acronyms and chemical symbols are to be used as little as possible;
- Appendix A is to contain the recommended CASA performance measures and indicators;
- Since the 2007 questionnaire for the stakeholder survey has not been developed yet, it cannot appear as an appendix to this report.

b. Review draft report

The subcommittee discussed the draft report and decided the following:

- It should be mentioned somewhere that the subcommittee has worked extremely diligently;
- With respect to the four steps of the pilot project (Section 2.1), the sections where each step is discussed should be labeled A, B, C or D;
- Section 3.1, find better wording for “Measures and Indicators Needing Work”
- The “Measures and Indicators Needing Work” appear twice, once in section 3.1 and once in section 3.2, so amalgamate sections 3.1 and 3.2;
- In the table “Reduced emissions of substances of concern in areas of CASA action” (Section 4.2) delete the word “status” in one of the column headings
- Delete the line re coalbed methane;
- In the paragraph below the table (in section 4.2), substitute “NH3” for “CAC” in the first occurrence of the phrase (as is the case with the CAC inventories
- Extrapolating regression lines backwards to 1994 may be acceptable but forward extrapolation is not;
- In the phrase “the Renewable and Alternative Energy team” replace “Energy” with “Electricity”
- Fix the section numbers;
- In Section 7 (the Recommendations), the heading for the first recommendation should be changed to “Measuring the Performance of CASA Teams” and the wording of the recommendation should be as noted earlier;
- The Acronym for the Alberta Energy and Utilities Board is “EUB” and not AEUB
- Drop the word “of” in the tables giving the performance indicators for performance measure 1(b);
- Note that the indicator “Number of sites” under performance measure 2 is dropped;
- Section 4 belongs in an Appendix;
- In section 6, use a., b., c., etc to separate the various items mentioned and find appropriate wording for coalbed methane.

Action 35.6: Marianne to draft executive summary and forward to subcommittee members for review and use in stakeholder consultations as soon as possible but no later than February 14.

Action 35.7: Bob, Mary, Ted to consult with their stakeholders as soon as they receive the executive summary but no later than February 20.

Action 35.8: Marianne to revise the report and forward it to subcommittee members for review by February 14.

Action 35.9: All to forward comments on revised report to Marianne by February 20.

c. Presenter

Ted kindly volunteered to present both the performance measures review report and the performance measure #3 report to the board at the March board meeting.

Action 35.10 Brian to prepare slides for Ted's presentations to the board.

Action 35.11: Ted to present the performance measures review report and the performance measures #3 report to the board at their March board meeting.

5. Stakeholder Survey and Performance Measures 4 and 5

a. Review the document "Recommendations re stakeholder survey"

Marianne summarized the document which was presented for information only.

b. Review the document "Proposed revisions to the stakeholder questionnaire"

Marianne described her recommendations for revising the stakeholder questionnaire. In deriving these recommendations, Marianne had assumed that the survey would remain a mail-out survey this time around and that no funds were available to obtain expertise for reworking the questionnaire. It appears, however, that the survey may be conducted online and some expertise may be obtainable to review the questionnaire and the desired changes.

c. Review input from Communications Committee

Sharon discussed the Communication Committee's ideas for changes to the stakeholder survey. The stakeholder survey will be discussed again at the subcommittee's next meeting.

d. Performance Measures 4 and 5 and their indicators

Marianne suggested a number of additional indicators for Performance Measure 4; Sharon suggested that the Communications Committee wanted to drop the news story indicators that were related to "air quality" but wanted to adopt a new indicator based on the quality of CASA news stories. These indicators will need to be finalized by February 28.

Action 35.12: Sharon and Marianne to finalize the indicators for performance measures 4 and 5 before February 28.

6. Performance Measure 3 – Implementation of Substantive Recommendations from 2002

a. Review implementation ratings

The implementation ratings from the Flaring and Venting Project Team are still outstanding but should arrive any day now.

b. Discuss content of report to the board

The report that was presented to the board in 2005 will serve as a template for this report.

c. Presenter

Ted will present the report to the board.

7. Next Meeting

The subcommittee will meet again on February 28 from 9:30 to 11:30 am at CASA.