

# Final Minutes



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## *Performance Measures Subcommittee Meeting #38*

Date: Wednesday, May 9, 2007  
Time: 9:30am to 3:00pm  
Place: CASA Office  
10<sup>th</sup> floor, 10035 – 108 Street  
Edmonton, AB

### In attendance:

Name	Organization
Brian Free	CASA
Mary Griffiths	The Pembina Institute
Bob Myrick	Alberta Environment
Ted Stoner	Canadian Petroleum Products Institute

### Regrets:

Jillian Flett	CASA
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### Action Items

Task	Who	When
<b>34.8</b> Revise the description of the methodology.	Brian Free	July
<b>35.3</b> Do the statistical analysis of the odour complaint data Marianne has collected.	Brian Free	Deferred until CFO team is consulted.
<b>35.4</b> Check the EUB report with respect to terminology to be used around coalbed methane.	Brian Free	For next meeting
<b>37.1</b> The Confined Feeding Operations team will be contacted to determine what they suggest as a performance indicator related to odour.	Brian Free	Summer
<b>37.3</b> A timeline showing the status of projects in the Alberta oil sands will be found and distributed to the Subcommittee.	Brian Free	For next meeting
<b>37.4</b> The table of responses to Martha Kostuch's comments will be completed and distributed to the Subcommittee and then to Martha.	Brian Free	June 8

Task	Who	When
<b>37.5</b> Bob Myrick will consult with his AENV colleagues to determine the acceptability of these emissions performance indicators.	Bob Myrick	For next meeting
<b>37.7</b> The March draft report will be revised to make it factually correct.	Brian Free	June 8
<b>37.8</b> A further assessment of low-rated recommendations from 2002 will be prepared for the Board.	Brian Free	May 21
<b>37.9</b> The Communications Committee will be asked to review the 2004 stakeholder survey and suggest changes. They will also be asked to advise on the “expert review”.	Sharon Hawrelak	May 17
<b>38.1</b> The completed Executive Summary will be distributed to the Subcommittee.	Brian Free	May 11
<b>38.2</b> Subcommittee members will consult with their sectors regarding the acceptability of our new & improved recommendations.	Bob Myrick, Ted Stoner, Mary Griffiths	May 17
<b>38.3</b> The PowerPoint presentation to the Board will be revised.	Brian Free	June 8

Brian chaired the meeting. It commenced at 9:45am

## 1. Introductions

## 2. Administration

### a) The agenda and meeting purpose were approved.

### b) The Minutes from Meetings #37 reviewed.

- The last bullet under 4b was revised to read: “The Subcommittee developed a first-cut at a table to show which emissions trends relate to which CASA project teams whose recommendations have been accepted by the Board and which remaining emissions trends should be reported by Alberta Environment or others.”
- With that change, the Minutes were approved.

### c) The Action Items from the Meeting #37 Minutes were reviewed.

#### 34.8 Revise the description of the methodology. **Carry forward.**

- Brian will familiarize himself with report and begin revisions following the Board’s acceptance of our recommendations.

#### 35.3 Do the statistical analysis of the odour complaint data Marianne has collected. **Deferred.**

- This will be deferred until the CFO team is consulted. (see 37.1)

35.4 Check the EUB report with respect to terminology to be used around coalbed methane.

**Carry forward.**

- In a telephone conversation with Brian Free, Kim Eastlick confirmed that coalbed methane flaring is reported, but not reported separately from other sources. Questions still remain regarding the data we have used for solution gas flaring and venting. Is our data related strictly to solution gas? -- Coalbed methane flaring would not be. Mary explained that a report had been done by the Flaring & Venting team that relates to coalbed methane, which makes it a likely “area of CASA action.” Brian agreed to get some written clarification with respect to this issue.

37.1 The Confined Feeding Operations team will be contacted to determine what they suggest as a performance indicator related to odour. **Carry forward.**

- Brian will first follow up with the Confined Feeding Operations (CFO) team to find out what they might suggest as a performance indicator related to odour (See Task 37.1). (See 35.3)

37.2 Richard Melick of AENV will be consulted about mercury, ammonia and carbon monoxide emissions. **Done.**

- Bob reported the responses to his enquiries to Environment Canada and AENV experts.

37.3 A timeline showing the status of projects in the Alberta oil sands will be found and distributed to the Subcommittee. **Carry forward.**

- Brian showed a recent article from the magazine “Oilsands Review” that presents a table with timelines for Alberta oilsands projects. Brian will have the information typed up and distributed to the subcommittee.

37.4 The table of responses to Martha Kostuch’s comments will be completed and distributed to the Subcommittee and then to Martha. **Carry forward.**

- Brian will complete this before the next Board meeting.

37.5 Bob Myrick will consult with his AENV colleagues to determine the acceptability of these emissions performance indicators. **Carry forward.**

- Bob will use the latest, final wording of our recommendations to brief his supervisors.

37.6 A new draft of our report to the Board will be distributed to the Subcommittee.

**Done.**

37.7 The March draft report will be revised to make it factually correct. **Carry forward.**

- Brian will work to have this ready before the next Board meeting.

37.8 A further assessment of low-rated recommendations from 2002 will be prepared for the Board. **Carry forward.**

- Brian will complete the assessment and/or provide a status report to the June Board meeting.

37.9 The Communications Committee will be asked to review the 2004 stakeholder survey and suggest changes. They will also be asked to advise on the “expert review”. **Carry forward.**

- Our request is on the agenda of the May 17 Communications Committee meeting.

### 3. Review of the Report.

- The overall report was discussed and it was decided to split the report into two. The presentation to the Board will be based solely on the Executive Summary. A separate, main report will be updated and also provided to the Board.
- The Executive Summary was reviewed in detail, with the Subcommittee performing a group on-screen editing exercise.
- The main report will be revised, based on the indicators remaining in the latest draft.
- A question was raised about the different messages that may arise from the statistical analyses versus the line graphs. Both the table that shows statistical significance and the line graphs that show the trends over time will be retained in the main report.
- Brian will ask administrative staff to help to format the final reports.

**Action Item 38.1 The completed Executive Summary will be distributed to the Subcommittee.**

### 4. Strategy for June 21 Board meeting

- Some of the questions posed by Martha Kostuch may be unnecessary for the next version of our report. However, it was agreed that this table will be completed and provided to Martha before the next Board meeting. All questions will be addressed.
- The revised main report, including factual corrections, will be needed before the June meeting.
- A revised Executive Summary will form the basis for the presentation to the Board. The main report will be updated and provided to the Board in advance of the meeting.
- Pending a check of his schedule, Ted Stoner offered to make the presentation to the Board on June 21. Bob Myrick is available, but will not be attending if not needed. Mary is already committed to a Pembina Institute event on that June date.
- The Subcommittee reviewed the March 29 presentation to the Board and made suggestions for June 21. Brian will revise the PowerPoint presentation and seek feedback from the Subcommittee.

**38.2 Subcommittee members will consult with their sectors regarding the acceptability of our new & improved recommendations.**

**Action Item 38.3 The PowerPoint presentation to the Board will be revised.**

## 5. Low-Rated Recommendations

- Brian agreed to pursue the final analysis of the low-rated recommendations from 2002 so we can provide the completed report or status report at the June Board meeting.

## 6. Stakeholder Survey

- This survey will be conducted this fall. We await the feedback of the Communications Committee before taking the next steps.

## 7. Updating the Subcommittee's work plan

- The 2007 work plan for the Subcommittee was reviewed and updated. Items will be checked off as they are completed. Their original deadlines, which may have been earlier this year, will be retained as a useful annual schedule for future Subcommittee work.

## 8. Next Meeting

The next meeting will be held on May 17, 2007. It will be a one-hour conference call at 1:30pm. Following that, a face-to-face meeting will be held in Edmonton during the period of July 9-31.

Brian adjourned the meeting at about 3:00pm.