

# Final Minutes



## *Performance Measures Subcommittee Meeting #30*

Date: Monday, March 20, 2006  
 Time: 9:00 am to 3:15 pm  
 Place: CASA Small Boardroom

10035 108 ST NW FLR 10  
 EDMONTON AB T5J 3E1  
 CANADA

Ph (780) 427-9793  
 Fax (780) 422-3127  
 E-mail casa@casahome.org  
 Web www.casahome.org

### In attendance:

Name	Organization
Bob Myrick	Alberta Environment
Mary Griffiths	Pembina Institute
Ted Stoner	Canadian Petroleum Products Institute (CPPI)
Donna Tingley	CASA
Marianne English	CASA

### Action Items:

Task	Who	When
<b>29.4</b> Work through the calculation procedures for the indicators for performance measure #1	Marianne	Complete for next subcommittee meeting
<b>30.1</b> Correct minutes from December 9 <sup>th</sup> subcommittee meeting and have them posted on the CASA web site.	Marianne	Asap
<b>30.2</b> Introduce the concept of having airsheds calculate the CASA Performance Measure #1 indicators for their regions at the March 31 meeting of the Operations Steering Committee.	Marianne	March 31
<b>30.3</b> Review the documentation for calculating the indicator for performance measure #4.	Ted	for next subcommittee meeting
<b>30.4</b> Provide to Marianne a contact for a presentation to the subcommittee of the federal government's work on health indicators.	Bob	Asap
<b>30.5</b> Revise the 2006 workplan.	Marianne	for next subcommittee meeting
<b>30.6</b> Revise the draft response to teams and forward the revised draft to subcommittee members for review.	Marianne	Asap
<b>30.7</b> Forward comments on revised draft response to teams to Marianne.	Subcommittee members	Asap
<b>30.8</b> Forward subcommittee's response to teams.	Donna and Marianne	Asap

<b>30.9</b> Develop an initial list of substances of concern by checking the implementation matrix and reviewing evaluations that have been, or are being, evaluated by teams.	Marianne	for next subcommittee meeting
<b>30.10</b> Contact the three teams and request their comments on the proposed new performance measure and suggestions as to indicators and data sources for this measure.	Marianne and/or Donna	for next subcommittee meeting
<b>30.11</b> Add acronyms for team names in Attachment J.	Marianne	for next subcommittee meeting
<b>30.12</b> Revise Attachment M and list the substantive recommendations.	Marianne	Asap
<b>30.13</b> Add the specified assessors to the list of substantive recommendations.	Marianne	Asap
<b>30.14</b> Revise the summary of low-rated recommendations by dropping the recommendations where no further CASA action is warranted.	Marianne	Asap
<b>30.15</b> Forward the implementation matrix to subcommittee members.	Donna	for next subcommittee meeting
<b>30.16</b> Contact teams with outstanding recommendations with respect to implementation and request status reports on implementation of these recommendations	Donna	for next subcommittee meeting
<b>30.17</b> Review the documents describing the procedures for calculating the indicators for performance measures #s 2, 3, and 5 and forward comments to Marianne by April 4, 2006.	Subcommittee members	April 4, 2006
<b>30.18</b> Prepare a draft status report for the June CASA board meeting briefing book for review at the next subcommittee meeting.	Marianne	for next subcommittee meeting

Donna chaired the meeting.

## 1. Administration

### a. Review and revise agenda and meeting objectives

Donna introduced Ted Stoner, the subcommittee's new industry representative. The meeting objectives were reviewed and agreed to, as was the agenda. But the time for adjournment was revised to 3:15 pm.

**b. Review and approve draft minutes from December 9, 2005**

The draft minutes from the subcommittee meeting of December 9, 2005 were approved with the following corrections:

- page 4, line 18 – “Environment Canada” should be “Alberta Environment”
- page 5, lines 10, 11 – delete the phrase “because of the board’s interest in implementation”
- page 5, line 14 – change “planned” to “proposed”
- page 5 – end questions with question marks.

**Action 30.1:** *Marianne to correct the minutes from the December 9<sup>th</sup> subcommittee meeting and have them posted on the CASA web site.*

**c. Review action items**

Task	Who	When
<b>20.7</b> Forward documentation on procedures for calculating indicators to the zones so that they can calculate them for their region if they wish ( <i>performance measure #1</i> )	Marianne	Introduce the topic at the Operations Steering Committee meeting on March 31
<b>26.5</b> Determine if the total possible data can be established after the fact for industry data or can be tracked in the future ( <i>performance measure #1</i> )	Bob	Drop
<b>29.1</b> Have minutes from October 27 meeting posted on the CASA website	Marianne	Done
<b>29.2</b> Complete documentation of procedures for calculating the indicators of performance measure #5	Sharon	Done
<b>29.3</b> Place the review of documentation for calculating the indicators of performance measures #s 2, 3, and 5 on the agenda of next meeting	Marianne	Done
<b>29.4</b> Work through the calculation procedures for the indicators for performance measure #1	Marianne	Complete for next meeting
<b>29.5</b> Confirm that minutes of the May 4 <sup>th</sup> and August 26 <sup>th</sup> subcommittee meetings are posted on the CASA website	Marianne	Done
<b>29.6</b> Update the 2005 workplan	Marianne	Done
<b>29.7</b> Revise the document on the indicators of performance measure #4 to ensure consistency	Marianne	Done
<b>29.8</b> Request final approval of the document for performance measure #4 from Eric	Marianne	Drop
<b>29.9</b> Pull together all the information on substantive recommendations that were rated 0	Marianne	Done

to 3, inclusive, with respect to implementation, into 1 document		
<b>29.10</b> Contact Health Canada and find out when they will be ready to present their results to the subcommittee	Marianne	Drop
<b>29.11</b> Approach Ray Wong with respect to funding for expertise required to conduct the stakeholder survey	Donna	Done
<b>29.12</b> Prepare a sample response to the teams	Marianne	Done
<b>29.13</b> Revise the 2006 workplan	Marianne	Done
<b>29.14</b> Write to industry board members and request an industry representative for the subcommittee	Donna	Done

With respect to action item #20.7, Donna suggested that the Airshed boards and managers meeting may not take place for some time and an alternate rout should be considered. The alternative is to introduce the topic at the Operations Steering Committee, of which the airsheds are members, which meets next on March 31.

***Action 30.2: Marianne to introduce the concept of having the airsheds calculate the CASA Performance Measure #1 indicators for their regions at the March 31 meeting of the Operations Steering Committee.***

With respect to action item #26.5, Bob reported that this is difficult. Industry are required to be up 90% or the time. But some are not up 90% of the time and it is possible that they may be up less than 75% of the time. Currently, it is not possible to identify those that are up less than 75% of the time.

With respect to action item #29.4, Marianne reported that she has completed step 1 of the procedure but still needs to work through steps 2 to 4.

With respect to action item #29.8, Marianne reported that she contacted Eric, via email and telephone, a number of times but received no reply. Ted offered to review the documentation in place of Eric.

***Action 30.3: Ted to review the documentation for calculating the indicator for performance measure #4.***

With respect to action item #29.10, Marianne reported that she contacted Jagtar Sandhu numerous times, via email and telephone, but received no response. Bob suggested that he can provide an Environment Canada contact who is involved in the work on health indicators with Health Canada and so the subcommittee decided to drop this action item.

**Action 30.4:** *Bob to provide to Marianne a contact for a presentation to the subcommittee of the federal government's work on health indicators.*

With respect to action item #29.11, Donna reported that Ray Wong promised to request \$ 10,000 for the subcommittee.

**d. Review workplan for 2006**

The draft workplan was approved except that the item "prepare status report to board on response to teams and new performance measures" was moved to May from June.

**Action 30.5:** *Marianne to revise the 2006 workplan.*

**e. Review performance measure #5 indicators for 2005**

The subcommittee reviewed these indicators in February and there were no further comments on them.

## 2. Response to Teams

**a. Review draft response**

- **the letter** – delete the first bullet and, in the last sentence, replace the phrase "these teams will be contacted" with "your team will be contacted as appropriate"
- **the subcommittee's response to team comments** – spell out acronyms and fill in missing comments as developed during the meeting.

**Action 30.6:** *Marianne to revise the draft response to teams and forward the revised draft to subcommittee members for review.*

**Action 30.7:** *Subcommittee members to forward comments on revised draft response to teams to Marianne as soon as possible.*

**Action 30.8:** *Donna and Marianne to forward subcommittee's response to teams as soon as possible.*

## 3. Consider Developing New Performance Measures

**a. New performance measure related to emission reductions**

The subcommittee developed the draft new performance measure:

*Reduced emissions of substances of concern in areas of CASA action.*

This performance measure would be either #6 or #1b (with the current performance measure #1 as #1a) in the list of CASA performance measures.

Note that:

- “Reduced” can be positive or negative although one would want it to be positive;
- “Emission” are planned or unplanned releases to the air and include all sources – industrial, natural, biogenic and can be in absolute units or intensities;
- “Substances of concern” are measurable;
- “Areas of CASA action” are derived from recommendations approved by the board, although substances related to future concerns may also be considered. The implementation matrix being developed for the board may help in identifying substances of concern. Some suggested substances of concern are: PM, O<sub>3</sub>, NO<sub>x</sub>, H<sub>2</sub>S, mercury, Sox, GHGs, SO<sub>2</sub>, ammonia, methane;
- The time frame needs to be considered and data sources need to be identified;
- We should check into the methodology the team has developed, and data sources the teams have used, in cases where emission reductions have been, or are being, evaluated by a team;
- With respect to what airsheds are doing, the subcommittee decided that we will not include substances of concern to airsheds only. We will focus on teams that have reported to the board and the substances included in their recommendations.

***Action 30.9: Marianne to develop an initial list of substances of concern by checking the implementation matrix and reviewing evaluations that have been, or are being, evaluated by teams.***

**b. New performance measure related to consumption**

For CASA action related to energy efficiency/conservation and transportation demand management, the subcommittee developed the draft new performance measure:

*Energy indicators as an indirect measure of improved air quality in areas of CASA action.*

This performance measure is expected to be relevant to the Renewable and Alternatives team, the Energy Efficiency and Conservation team and the Vehicle Emissions team.

***Action 30.10: Marianne and/or Donna to contact the three teams and request their comments on the proposed new performance measure and suggestions as to indicators and data sources for this measure.***

**c. New performance measure on socio-economics**

Because industry is at the table when recommendations to the board are developed, socioeconomic factors are de facto considered, although no explicit cost-benefit analysis is usually carried out. The subcommittee was not able to propose a new performance measure related to socioeconomic issues but believes this should be considered periodically.

**4. Performance Measure #3 – 2002 Substantive Recommendations**

**a. Review process for selecting substantive recommendations**

Donna briefly explained the process.

**b. Review, and categorize, decisions requested from, and approved by, the board in 2002**

Attachment J (Performance Measure #3 – Decisions Requested and Approved by the board in 2002) was reviewed and endorsed by the subcommittee. It was suggested that acronyms for the teams be included in the table.

*Action 30.11: Marianne to add acronyms for team names in Attachment J.*

**c. Review recommendation associated with substantive board decisions from 2002 and select substantive recommendations**

The subcommittee reviewed Attachments K (Performance Measure #3 – Recommendations Associated with Substantive Board Decisions from 2002), L (the Selection Criteria) and M (Performance Measure #3 – Selecting 2002 Substantive Recommendations) and agreed to the following changes to the proposed selected substantive recommendations from 2002 (Attachment M):

- recommendation #42 is substantive;
- recommendation #44 is substantive;
- recommendation #45(a) is not substantive;

*Action 30.12: Marianne to revise Attachment M and list the substantive recommendations.*

**d. Identify assessors for 2002 substantive recommendations**

The subcommittee reviewed Attachment N (Identifying Assessors) and agreed on the following assessors for the substantive recommendations from 2002:

- Recommendations #s 1 to 39 (from the Flaring and Venting project team) are to be assessed by the Flaring and Venting Project Team, which still exists, but is in abeyance;
- Recommendations #s 40 to 45 (from the Acidifying Emissions Management Implementation Team) are to be assessed by the identified implementers;
- Recommendations #s 46 to 65 (from the Pollution Prevention/Continuous Improvement Project Team) are to be assessed by the implementers who have been identified by the CASA Secretariat.

*Action 30.13: Marianne to add the specified assessors to the list of substantive recommendations.*

**e. Review summary document on low-rated recommendations**

The subcommittee reviewed Attachment O (Performance Measure #3 – Low-Rated Recommendations) and agreed that no further action is required on the Vehicle Emissions Teams' recommendation related to standards for converting vehicles to run on alternative fuels and that the Vehicle Emissions Team's recommendation related to another Rover project is to happen this fall (if sufficient funds are raised). With respect to all the other low-rated recommendations it was agreed that:

- teams are to be asked to report to the board on the implementation status of the recommendations;

- if any of the recommendations are not being implemented, report the reason to the board and obtain closure on the recommendation
- the summary of low-rated recommendations can be provided to the teams to help them in preparing their report to the board;
- recommendations that are still being acted on can be handed off to an implementation team or the implementation matrix for tracking from now on

***Action 30.14: Marianne to revise the summary of low-rated recommendations by dropping the recommendations where no further CASA action is required.***

***Action 30.15: Donna to forward the implementation matrix to subcommittee members.***

***Action 30.16: Donna to contact teams with outstanding recommendations with respect to implementation and request status report on the implementation of these recommendations.***

## 5. Documenting Procedures for Calculating Indicators

Subcommittee members are to review the three draft documents and forward comments to Marianne.

***Action 30.17: Subcommittee members to review the documents describing the procedures for calculating the indicators for performance measures #s 2, 3, and 4 and forward comments to Marianne by April 4, 2006.***

## 6. Human Health Monitoring Indicator

Marianne reported that she has been unable to obtain a response from Jagtar Sandhu (Health Canada) about when Health Canada could make a presentation to the subcommittee on their work related to health indicators. Bob suggested that the work was being done by Environment Canada in collaboration with Health Canada; Bob can possibly provide an Environment Canada contact. It was agreed that Randy Angle and Alex MacKenzie would also be invited to make presentations to the subcommittee once we know when a federal speaker might be available.

## 7. Next Meeting

The next meeting of the subcommittee will take place on Friday, May 12, 2006 at CASA from 9 am to 3:30 pm.

***Action 30.18: Marianne to prepare a draft status report for the June CASA board meeting briefing book for review at the next subcommittee meeting.***