

Final Minutes



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Performance Measures Subcommittee Meeting #42

Date: Wednesday, Sept. 5, 2007

Time: 10:30am to 2:30pm

Place: CASA Office, Edmonton

In attendance:

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

Regrets: None!

Action Items

Task	Who	When
37.1 The Confined Feeding Operations team will be contacted to determine whether they want to suggest a performance indicator related to odour.	Brian Free	September
41.2 A letter from the Secretariat will be sent to Alberta Energy, requesting a status report on two recommendations from the Flaring & Venting Team.	Brian Free, Jillian Flett	Before September Board meeting
41.5 Calculations for the 2007 performance measures will be assembled for the Subcommittee's consideration.	Bob Myrick, Brian Free	For our next meeting
41.6 The CASA Handbook will be updated, based on our experience with the calculations for 2007.	Brian Free	December
42.1: The stakeholder survey shall be finalized and initiated, without changing the questions related to Performance Measure #4.	Brian Free	September
42.2: An explanation of the 2006 decline in PM 1c, the percentage of electricity from renewable sources, shall be obtained for the CASA performance measures report.	Brian Free	October

Task	Who	When
42.3 The list of 2003 recommendations will be re-assessed by the Project Manager for further discussion by the Subcommittee.	Brian Free	Next meeting
42.4 A summary of the further evaluation of the low-rated recommendations will be prepared.	Brian Free	September 20
42.5 The information source for the further evaluation of each low-rated recommendation will be identified.	Brian Free	September 20
42.6 A slide will be prepared for the Board presentation about the further evaluation of low-rated recommendations.	Brian Free, Ted Stoner	September 12
42.7 A slide will be prepared for the Board presentation about the Performance Measures Review report.	Brian Free, Ted Stoner	September 12
42.8 The Subcommittee will be polled for an October meeting date.	Brian Free	September 7

The meeting began at 10:30am

1. Introductions

2. Administration

a) Approval of agenda and meeting purpose.

- Approved as presented.

b) The Minutes from Meeting #41 were reviewed.

- Minutes were approved with no changes.

c) The Action Items from the Meeting #41 Minutes were reviewed.

34.8 Revise the description of the methodology. **Carry forward as Action Item 41.6.**

- Agreed to drop this as it is adequately covered in Action Item 41.6. Brian will update the methodology Handbook, including new emissions indicators, before his 1-year term at CASA ends in January.

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 discuss this with Kera Chomlak, who is the new project manager for the CFO team. The Subcommittee's intention is to let the CFO team decide whether they want to recommend an odour-related performance indicator. Our Subcommittee will not push for one.

41.1 The Subcommittee's final Minutes will be posted on the CASA website. **Done.**

- Brian has submitted them to be posted.

41.2 A letter from the Secretariat will be sent to Alberta Energy, requesting a status report on two recommendations from the Flaring & Venting Team. **Carry forward.**

- A letter from Jillian has been drafted. Alberta Energy's Board member, Sandra Locke, will be asked to whom this letter should be sent.

41.3: The Sub-committee's final report to the Board will be revised to add the two items to Recommendation 14 and drop the odour complaints indicator. **Done.**

41.4: The Subcommittee's report on further assessment of low-rated recommendations from 2002 will be revised, proof-read, and re-formatted. **Done.**

41.5: Calculations for the 2007 performance measures will be assembled for our next meeting. **Carry forward.**

41.6: The CASA Handbook will be updated, based on our experience with the calculations for 2007. **Carry forward.**

41.7: Brian will provide Subcommittee feedback on the draft survey to the Communications Committee and have a revised survey for our next meeting. **Done.**

3. Review and approve the stakeholder survey for Performance Measure #4

- The most recent draft (Sept. 4) of the stakeholder survey was distributed.
- The Performance Evaluation Project Team is still reviewing the survey to ensure that they get good value for their project.
- Brian explained which questions produced the results needed for Performance Measure #4.
 - *Degree of CASA members, partners, and clients' satisfaction with the CASA approach. **Question 2***
 - *Degree of satisfaction with the openness and transparency with which CASA conducts its business **Question 3***
 - *Degree of satisfaction with the implementation of substantive recommendations **Question 5***
 - *Degree of satisfaction with the resources provided to CASA teams **Question 20***
 - *Degree of satisfaction with CASA's achievements **Question 7***
 - *Degree of satisfaction with CASA's support to airshed zones **Question 13***
 - *Degree of satisfaction with communication between CASA teams. **Question 17***
- Jillian pointed out the benefit of having three groups involved in this survey; the PM Subcommittee, Communications Committee and Performance Evaluation Project Team.

- The Subcommittee approved the survey. Brian will ensure that the questions needed for PM#4 remain unchanged during final revisions.

Action 42.1: The stakeholder survey shall be finalized and initiated, without changing the questions related to Performance Measure #4.

4. Review of the calculations of 2007 Performance Measures #1, 2, and 3.

Performance Measures 1a and 1b

- Bob reported that he has recruited AENV's Raymond Wong to write computer programs to automate the calculation of the ambient air quality and emissions indicators. He is using FORTRAN.
- Discussed the data required for the next annual report. AENV will use 2006 data for the ambient air quality indicators and 2005 data for the emissions indicators. The emissions data come from the federal Criteria Air Contaminants database and National Pollutant Release Inventory. Bob pointed out that some of the historical data may be subject to corrections, so the indicator calculations may change slightly before they are finalized.
- For the presentation of the emissions trends, Jillian suggested that we note the timelines for relevant CASA frameworks and policies, such as the Electricity Framework and EUB Directive 60 about flaring and venting by the upstream oil & gas industry.
- Bob offered to assemble and analyze the ambient air and emissions data in time for the Board's December meeting. It was pointed out the indicator data for Performance Measure #5 will not be available until January, requiring a second presentation of results to the Board. The Subcommittee decided to wait and present all of the Performance Measures together at the March 2008 Board meeting.

Performance Measure 1c

- Brian presented the calculation of the percentage of electricity generated by renewable sources. It serves as a performance measure for AENV and was provided by Andy Ridge.
- The decline in the percentage for 2006 needs an explanation.

Action 42.2: An explanation of the 2006 decline in PM 1c, the percentage of electricity from renewable sources, shall be obtained for the CASA performance measures report.

Performance Measure 2 – Ambient air monitoring

- Bob presented two tables highlighting the monitoring stations in place in 1994 and 2007, compared to the network proposed in the 1995 Air Monitoring Strategic Plan.
- In 1994, 31% of the network was in place; In 2007, 54% of the network was in place.
- For the Performance Measures report, some of the tables' footnotes will be incorporated into the text.

Performance Measure 2 – Ecological effects

- Need to confirm the indicator for ecological effects monitoring and determine the value for 2007.
- Jillian noted the growing interest in the connections between air quality and ecological monitoring for biodiversity. Kirk Andries of the Alberta Biodiversity Monitoring Institute will be invited to talk to the Ambient Monitoring Strategic Planning team about possible linkages.

Performance Measure 2 – Human health effects

- Brian reviewed the assessment of the human health effects monitoring. The information had been provided/reviewed by Alberta Health & Wellness.
- It was agreed that “large urban centre” for the Human Health Monitoring Index refers to cities > 500,000. people - currently Edmonton or Calgary. Brian will check this against the Methodology Book.
- In the mean time, the HHMI will have a value of 3.

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Performance Measure 3 - Implementation of Recommendations from 2003.

- Brian presented the assembled recommendations for 2003. It includes recommendations from the Data Issues Group, Animal Health Project Team, Calgary Vehicle Scrappage Pilot Project, PM and Ozone Team, and Electricity Project Team.
- There was some discussion about the precise definition of “substantive recommendations”. Brian retrieved an excerpt from the Methodology Handbook to help clarify the meaning.
- The Subcommittee reviewed the recommendations and classified them as substantive or non-substantive. In some cases, the non-substantive recommendations were further classified as administrative or operational. The Subcommittee asked Brian to review their assessment, based on his further reading of Marianne English’s notes relating to previous assessments.

Action 42.3 The list of 2003 recommendations will be re-assessed by the Project Manager for further discussion by the Subcommittee.

5. Preparation for the September 20 Board meeting.

- Reviewed the report provided in the Board package regarding agenda item 3.5: Low-rated recommendations from 2002.
- For the Board meeting, a summary is needed regarding the further assessment; how many recommendations were no longer relevant, how many were suggested to AENV regarding data inventory and forecasting.

Action 42.4 A summary of the further evaluation of the low-rated recommendations will be prepared.

- Agreed to present the report as an information item for the Board. The one follow-up action will be completed before the Board meeting: the letter to Alberta Energy regarding Recommendations 4 and 13 from the Flaring and Venting team.
- For each low-rated recommendation, Brian will determine who provided the further information for this report.

Action 42.5 The information source for the further evaluation of each low-rated recommendation will be identified.

- Ted suggested a one-slide presentation will suffice. Brian will prepare a draft and send it to Ted. Ted will modify and then distribute to the rest of the Subcommittee.

Action 42.6 A slide will be prepared for the Board presentation about the further evaluation of low-rated recommendations.

- Reviewed the final updated report for the Performance Measures Review.
- Brian will prepare a single slide for Ted, describing the changes made as directed by the Board.

Action 42.7 A slide will be prepared for the Board presentation about the Performance Measures Review report.

6. Subcommittee work plan and budget

- Reviewed the August version of the 2007 work plan. One change was suggested; to move the completion of the updated methodology report to December.
- Will retain the current schedule of items and check off items as they are completed.
- The current budget of \$4500 has been sufficient for the Subcommittee's work in 2007. One-third has been expended to date, leaving about \$3000 for the Subcommittee.
- One additional cost may be the hiring of a contractor to analyze the stakeholder survey results. However, with the automated analysis by SurveyMonkey, the analysis may be accomplished in-house.

7. Next Meeting Date

- The next meeting will be at the CASA office on October 16 or 17.

Action 42.8 The Subcommittee will be polled for an October meeting date.

- The meeting adjourned at about 2:30pm.