

Minutes



Priority Setting Workshop Project Team meeting #8

Date: January 6, 2010
Time: 9:30 a.m. to 11:30 a.m.
Place: Teleconference

In attendance:

Name	Stakeholder group
Laura Blair	Alberta Environment
Natasha Rowden	CNRL
Ruth Yanor	Mewassin Community Council
Kim Sanderson	CASA
Linda Jabs	CASA

Laura Blair chaired the meeting which convened at 9:30 a.m. Quorum was achieved.

Action Items:

Action items	Who	Due
7.5: Linda and Laura to work together on a "Future Considerations for Refining the Process" document and circulate it to the team.	Linda Jabs Laura Blair	February 12, 2010
8.1: Linda to speak with Greg Bereza about the most appropriate way to refer to First Nations and Metis participants, suggesting the term aboriginal communities and work with Kim to include the comments in the final report.	Linda Jabs Kim Sanderson	February 1, 2010
8.2: Laura to provide the objective development section of the Introduction and provide it to Kim for inclusion in the final report.	Laura Blair Kim Sanderson	February 1, 2010
8.3: Linda to provide Kim with the names of the newspapers the ads were placed in.	Linda Jabs Kim Sanderson	January 15, 2010
8.4: Linda to provide Kim with the names of the newspapers the ads were placed in.	Linda Jabs Kim Sanderson	January 15, 2010

1) Administration

- a) Meeting objectives and agenda approved by consensus.
- b) Minutes of the December 17, 2009 meeting approved by consensus.
- c) Review action items from meeting #7:

Action Items:

Action items	Status
7.1: Linda to work with Kim on completing the Acknowledgements page in the Report to the CASA Board.	Done.
7.2: Linda to forward the breakout session notes to Greg Bereza at AENV Aboriginal Relations to request if the ways they are presented are okay with the First Nation Participants and whether or not they want the comments attributed to them.	Done.
7.3: Kim to provide the revised proceedings in a track changes format and the draft report to the CASA Board to Linda for distribution to the team.	Done.
7.4: Linda to send the Thank you card to Sheldon.	Done.
7.6: Linda to poll for a meeting date the first week of January, 2010 or early February, 2010.	Done.

2. Final Report to CASA Board:

- a) The team reviewed the draft of the final report that will be presented to the CASA Board in March. The team discussed the concerns raised by First Nations and felt that it was important to capture the comments and their participation. They agreed that the most appropriate place to address this would be in the final report to the Board. Kim will draft the verbiage and incorporate it into Section 2 of the final report, which will reference the participants at the workshop.

Action Item 8.1: Linda to speak with Greg Bereza about the most appropriate way to refer to First Nations and Métis participants, suggesting the term aboriginal communities and work with Kim to include the comments in the final report.

- b) The objective development paragraph in the Introduction (Section 1 will have to be amended as the approaches have been changed somewhat. Laura will work on revising this portion of the report and provide it to Kim for inclusion in the final report.

Action Item 8.2: Laura to provide the objective development section of the Introduction and provide it to Kim for inclusion in the final report.

Action Item 8.3: Linda to provide Kim with the names of the newspapers the ads were placed in.

Action Item 8.4: Linda to provide Kim with the names of the newspapers the ads were placed in.

3. Workshop Proceedings:

- a) The team discussed the revised Proceedings and they agreed that they capture the content of the workshop very well and Kim was thanked for doing not only a good job, but providing them in a timely and efficient manner as well.

The team agreed that as the reports are pretty much complete the way they are, any of the discussed changes will be circulated as separate paragraphs and once they are agreed to, they will be put into the respective documents. The final documents will be sent to the team at the same time as the draft decision sheet is circulated.

4. Budget:

- a) Team members were advised that most, if not all workshop expenses have been received and the external account will be closed once the CASA Board has accepted the final report. There may only be one or two expense claims to come in and given that they have not yet been received, the individuals may have opted to forego a claim.

5. Learnings for Future Workshops:

- a) The action item to create a learnings document will be carried forward at this time, but it should be completed on or before the final report is presented to the Board.

6. Next steps/next meeting

Linda advised the team that with the drafts being finalized, the only matters left to be wrapped up would be to prepare the Board Decision Sheet that will accompany the final report in March, close off the project account, have the final report printed and then transmitted to the Ministers of Health and Wellness, Energy and Environment.

As Ruth will be in attendance as a Board member, she will likely be the one to make the presentation to the Board. If available, Natasha will also be present at the Board meeting. There was discussion about a wrap-up party and team members agreed that with being such a small group and widely dispersed, they could forego any type of party unless there was opportunity for everyone to be together.

The meeting adjourned at 10:25 a.m.