

Terms of Reference



CASA and AAC Joint Standing Committee

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Background

At its March 24, 2010 meeting, the CASA Board accepted the final report from the CASA Airshed Zones Board Committee. A key recommendation was the formation of a new committee, to be called the CASA and AAC Joint Standing Committee. Among other things, this Joint Standing Committee would work to strengthen the relationship between CASA, the Alberta Airsheds Council (AAC) and the individual airshed zones, and would provide a forum for discussing and addressing strategic issues related to effective air quality management in Alberta.

CASA and airshed zones both play key roles in Alberta's air quality management system and their work is increasingly linked. Airshed monitoring supports the policy development and planning at CASA, while CASA project teams make recommendations that may affect the work of airshed zones (such as implementation of the Particulate Matter and Ozone Framework). With Alberta's growing emphasis on place-based environmental management, CASA, airshed zones and the AAC have a common interest in addressing strategic issues and challenges.

Reference to the AAC members in this Terms of Reference means any Alberta Airshed Zone eligible to be a member of the AAC.

Goals

The goals of the CASA and AAC Joint Standing Committee are to:

- Ensure effective direct representation of AAC and its members' interests concerning CASA-Airshed Zones relations and strategic air quality management to CASA Board members.
- Assess the effect of CASA recommendations on AAC and its members, including funding, and respond as required to any potential impacts.
- Identify and address strategic issues of mutual interest to the CASA Board and AAC and its members, including issues related to air quality management roles and responsibilities.
- Monitor implementation of all recommendations made by the Airshed Zones Board Committee in its final report and determine ways to respond if implementation is not proceeding as expected.

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Key Tasks

The Joint Standing Committee will undertake the following tasks:

- 1) Ensure that draft CASA recommendations have been assessed and evaluated to determine their potential effect on AAC and its members.
- 2) Monitor implementation of 2010 recommendations from the Airshed Zones Board Committee, assessing progress and proposing other options if necessary.
- 3) Identify, discuss and make recommendations related to:
 - policies and strategies that could potentially affect CASA and AAC and its members,
 - overall policy pressures resulting from government initiatives, and pressures coming from stakeholders or the public with respect to air quality management, and
 - further clarification of the roles, interests and relationship between AAC, airshed zones and CASA.
- 4) Develop performance measures for the committee's work.
- 5) Review the "*CASA Airshed Zone Guidelines*" and, if necessary, revise the document.
- 6) Propose resolution to the question of AAC membership on the CASA Board by 2013.
- 7) Communicate and share information about AAC and its members with CASA Board members and others, as opportunities arise.
- 8) Report annually to the CASA Board, including an assessment of progress against the terms of reference and performance measures. Based on content of the CASA board book, the committee may want to prepare updates more than once a year.

Timelines

The committee will meet quarterly in its first year. At the completion of one annual meeting cycle, meeting frequency and scheduling will be reviewed and adjusted if necessary. One of the four meetings will look at outside pressures and strategic planning, in coordination with the CASA E-scan project team. Project team recommendations and their potential impact on the AAC and its members will be considered as they arise.

Budget

As this is a committee of the CASA Board, its work will be supported by CASA's internal budget. This includes support for meetings, project management, and other core functions. If the committee decides to undertake additional work, fundraising will be required.

Membership

To begin with, the committee will have between six and eight members, representing CASA and the AAC and its members. Given the nature of the committee's work, it is essential that certain sectors be represented on the committee, as reflected in the selection

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of members described below. The committee will choose its own co-chairs and will assess its progress after one year, adjusting membership if needed.

Selection of Members:

CASA:

- Three members from the CASA Board, one each from government, industry and non-government organizations, to be chosen by their respective stakeholder group.
- Two additional members are recommended, one from industry and one from government, chosen by their respective stakeholder group on the CASA Board. These individuals need to belong to the CASA Board.
- One of the government members chosen by the CASA Board will be from Alberta Environment, and one of the industry members will be from the Canadian Association of Petroleum Producers. Ideally, the second industry member would represent a non-regulated industry (that is, one not required by its approval to participate in an airshed or monitor ambient air quality; examples include agriculture, transportation, and manufacturing).

AAC:

- Three AAC members will be selected by the Alberta Airsheds Council.

Alternates: If a member sends an alternate, that person must have the same capacity to participate and make decisions as the member.

Quorum: Quorum will be three CASA Board-appointed members or their alternates representing the three stakeholder groups, plus three members or their alternates representing the AAC.

Specific Expectations of Committee Members:

In addition to the usual expectations for participants in CASA activities, the following attributes are essential for effective participation on the Joint Standing Committee:

- Committee members must be able to speak for their group, being clear about who they are representing,
- Each member must think strategically and must understand and be interested in and committed to the concept of airshed zones, and
- The Standing Committee recognizes that the AAC will present airshed zone strategic issues, making every attempt to ensure the range of perspectives of individual airshed zone boards on strategic issues are presented.