

Minutes



Non-Point Source Project Team, Meeting #2

Date: Friday January 22, 2016

Time: 10:00 a.m. – 3:30 p.m.

Place: CASA Office, Edmonton, AB

In attendance:

Name	Stakeholder group
Atta Atia	Alberta Agriculture and Forestry (AAF)
Bill Calder	Prairie Acid Rain Coalition/AEN
Rhonda Lee Curran	Alberta Environment and Parks (AEP)
Matthew Dow	Alberta Association of Municipal Districts and Counties (AAMDC)
Jim Hackett	ATCO
Rob Hoffman	Canadian Fuels Association (CFA)
David Lawlor	Alberta Airsheds Council (AAC) - Calgary Region Airshed Zone
Alison Miller	Imperial Oil Ltd. (CAPP/CIAC)
Andrew Read	Pembina Institute
Bob Scotten	Alberta Airsheds Council (AAC) - West Central Airshed Society
David Spink	Prairie Acid Rain Coalition/AEN
Martin Van Olst	Environment and Climate Change Canada
Scott Wilson	Alberta Motor Association (AMA)
Ruth Yanor	Mewassin Community Council
Amanda Stuparyk	Clean Air Strategic Alliance (CASA)
Warren Greeves	Clean Air Strategic Alliance (CASA)
Guest Presenter:	
Maxwell Mazur	Alberta Environment and Parks (AEP)

Regrets:

Tasha Blumenthal	Alberta Association of Municipal Districts and Counties (AAMDC)
Val Mellesmoen	AEMERA

Action Items:

Action Items	Who	Due By
1.6: Pursue the ability for CASA communications assistance to start a social media (e.g. Twitter) discussion/conversation around NPS's and the work of the new CASA Project Team.	Amanda	Meeting #3
1.7: Discuss internal CASA Communications capabilities and potential to provide support for the NPS Objective #4.	Amanda	Meeting #3
2.1: The NPS Project Team will continue to send Amanda any additional NPS resources and conduct a search for any resources that are outside Alberta; National/International and/or cross-jurisdictional reviews.	All Project Team Members	Meeting #3
2.2: Amanda will incorporate all current edits to the Task Group Terms of Reference and send to the project team via email for final comments or edits and will revise into a final draft document for the task group.	Amanda	By Wednesday January 27th
2.3: Project team members will review and provide any comments or edits to Amanda via email on the revised version of the Task Group Terms of Reference by the deadline.	All Project Team Members	By Friday January 29th

2.4: Bob will pursue an additional Airshed technical expert to participate on the Technical Task Group.	Bob	ASAP
2.5: Send a poll with a selection of meeting dates to the task group members and schedule the Technical Task Group Meeting #1.	Amanda	ASAP
2.6: Amanda will confirm with AEP the ability to share the presentation and provide it via email to the project team.	Amanda	ASAP

1. Administrative Items

The meeting began at 10:00 a.m. with Alison chairing the morning and Bill the afternoon. Team members introduced themselves and were welcomed to the meeting. Meeting quorum was achieved. The agenda and meeting objectives were approved.

The minutes from meetings #1 and the update conference call were reviewed and approved with some general editorial changes as well as the following substantive updates the team agreed to:

- Page 9 – Challenge #1 strategies for overcoming challenges. The team requested adding clarification to the options that the team could assess any opportunity to create multiple sub-groups if there are complementary tasks that could be completed at the same time (i.e. the project team considered splitting the tasks).
- Page 16 – Bullet (first). Clarification was requested based on previous discussions. The last sentence “It was noted that regional data does not look at relative contributions” is not fully accurate. The Non-Point Sources Background Information that was provided as a starting point illustrated both total and relative contributions of emissions for each region. Relative and total contributions of emissions in sub-regional areas might not be readily available but could be obtained if requested. The team agreed to remove the sentence.

Based on the meeting minutes the team requested a discussion and agreement on terminology used around CAAQS and other Alberta air initiatives. The discussion focused on terms such as “exceedances”, “non-attainment” or “non-achievement”, and “triggers”, “limits” or “management levels”. The discussion for context and terminology included:

- A general consideration that when industry refers to compliance it is in the context of failure to meet a specific requirement outlined in a facility approval or an Alberta regulation. An exceedance of a facility approval limit or an Alberta Ambient Air Quality Objective (AAAQO) would be a compliance incident. However, in the context of the CAAQS framework, monitoring results in an air zone determined to be above the CAAQS is not a compliance incident but requires management actions to improve air quality.
- There is no indication that the current government will deviate from the established path for developing the Canadian Ambient Air Quality Standards. The process for developing the SO₂ and NO₂ standards is continuing under the new government.
- When there is an exceedance of Alberta’s ambient air quality objectives at an airshed’s monitoring station, such as those for PM_{2.5}, (either 1-hour/24-hour ambient air guideline), the province considers this a compliance event (reportable). There may or may not be an identified cause of the non-compliance.
- The AAAQOs and the CAAQS are for different purposes and are not comparable. Terminology for AAAQOs includes “exceedances” whereas “non-attainment” or “non-achievement” is used for federal/national ambient air quality standards.
- Also noted that when considering ‘compliance’ at a local level, if an exceedance occurs at an air zone monitoring station then that triggers an investigation and further assessment of sources, which the government is involved in. Airsheds provide overall data and may inquire with local companies/sources operating in the area, but it is the government’s Compliance Section that assesses and discusses what may be done to address.

- The team agreed they must be cautious of the wording and language used to ensure there is no miscommunications to media or policy makers and that any public documents including reports and in meeting minutes are consistent.

The team agreed to use the terms “**non-achievement**” and “**management levels**” when referencing CAAQS and the work of this project team.

Amanda will update the meeting minutes accordingly and will post the final documents on the CASA website (publically posted under the *Current Initiatives – Non-Point Source Project Team* [http://casahome.org/CurrentInitiatives/Non-PointSource\(NPS\)ProjectTeam.aspx](http://casahome.org/CurrentInitiatives/Non-PointSource(NPS)ProjectTeam.aspx)).

The status of action items from meeting #1 were updated as follows:

Action Item	Who	Status
1.1: Amanda will pursue the development of the CASA website to set up a log-in-specific ‘NPS Project Team’ webpage for housing all project documents and resources; provide all team members login information.	Amanda	Complete. Information provided in email update to team on Nov 25/15.
1.2: Amanda will send an informational email to the NPS project team members after the meeting that will include a brief update on progress, decisions made and action items for work in-between meetings.	Amanda	Complete. Email update sent to team Nov 25/15.
1.3: Based on the meeting discussions for the team’s terms of reference and ground rules, Amanda will write up the draft documents for review and acceptance.	Amanda	Complete. Draft sent out to team. Further discussion under Agenda Item #3.
1.4: All Project Team members will look for any Alberta non-point source information, resources or data and send to Amanda via email to begin to build the ‘Library of NPS Information’. Members will include the link and short description for posting on the internal CASA website.	All project team members	Complete. See additional notes below.
1.5: All Project Team members will consider any and all technical expertise available within their organizations and discuss with associated personnel the availability to participate on the CASA task group for the NPS project.	All	Complete. Further discussion under Agenda Item #5.
1.6: Pursue CASA communications assistance to start a social media (e.g. Twitter) discussion/conversation around NPS’s and the work of the new CASA Project Team.	Amanda	Carry forward. The secretariat requested further team discussion with Communications personnel at upcoming meetings.
1.7: Discuss internal CASA Communications capabilities and potential to provide support for the NPS Objective #4.	Amanda	Carry forward. Similar to 1.6.
1.8: Draft a list of the current project team membership and send out to the team for information and support for Action Item 1.9.	Amanda	Complete. This was attached in the team email update sent Nov 25/15.
1.9: Each stakeholder group will bring forward (send as soon as possible) the name of their self-selected co-chair. (NGO, industry, government)	All	Complete. See additional notes below.
1.10: The CASA secretariat will pursue follow-up and/or requests for the additional project team membership as discussed at the Meeting #1.	Amanda	Complete. Further discussion under Agenda Item #3.

1.11: Send the team an updated meeting notice for a short conference call on December 14 th that will update all team members of progress and outstanding work from Meeting #1.	Amanda	Complete.
1.12: Create and send out a Doodle poll for availability of all team members for the next three monthly team meetings in Q1 of 2016.	Amanda & All	Complete.

Additional Information:

1.4 – The team considered the first compilation complete but has requested the team to continue their search for additional resources. Members were asked to continue to send Amanda any additional NPS resources for Alberta but to also conduct a search for any resources that can be added to the library outside Alberta (National/International) and cross-jurisdictional reviews.

1.9 – The self-selected NPS Project Team co-chairs are for each caucus: Alison Miller (Industry), Bill Calder (NGO), Rhonda Lee Curran (Government).

Action Item #2.1: The NPS Project Team will continue to send Amanda any additional NPS resources and conduct a search for any resources that are outside Alberta; National/International and/or cross-jurisdictional reviews.

2. Updates

Amanda provided an update on CASA activities:

- CASA is currently undergoing a staff change – Sarah Hanlon who manages the office operations is now on maternity leave. In her place is Cara McInnis and she will be providing that support in the interim and also assessing her abilities to maintain part-time CASA communications work
- CASA staff and ED are preparing for the March 24th Board Meeting.

The next agenda item was clarified and confirmed to be part of the ongoing communications that is necessary for CASA project teams and a reminder for all team members to be continuously discussing the projects progress with their organizations and constituencies they represent. The Roundtable will also focus on any information/updates or initiatives in NPS or any feedback to the project team or secretariat. Amanda confirmed that this is noted in the project team’s Operating Terms of Reference and also notes that discussions and decisions or impasse operate under non-attribution in the meeting documentation but updates or communications may attribute for clarification or context. Wherever possible the minutes will provide general information.

The Communications Roundtable highlights the following:

- There is a renaming of Ministries at the Federal level, Environment Canada is now Environment and Climate Change Canada, and their mandate letters from the new government has climate change at the top of their priority list. The Alberta Environment & Parks Minister Phillips has already met with Minister McKenna and it was noted that environmental monitoring and assessment are also high on the priority list. It appears there will be much more collaboration and coordination between the provincial and federal counterparts.
- There has been a lot of focus of resources by industry and NGO around the new climate change announcements and strategies.
- There is a MOU drafted between airsheds and AEMERA that will assist with how all parties will work together on air monitoring in the province including roles, funding and educational pieces.
- The West Central Airshed Society (WCAS) is looking to expand into the Fox Creek area and are currently running a pilot exercise.
- Alberta Agriculture & Forestry received confirmation of ALMA funding to look at Best Management Practices (BMP’s) for Alberta feedlots (Lethbridge) to begin summer or mid-fall.
- There is a committee started that includes CEMA with AEMERA under a 3-year initiative in the oil sands region that is looking at fugitive emissions from mines and tailings ponds. The hope is

that there will be newer technology for monitoring that may come out of this work. It would be beneficial for this team to keep updated on this group's work.

- The CCME chairs a working group that includes industry, governments, and NGOs to develop new standards and targets for SO₂ and NO₂. This risk based health assessment group is discussing new targets for the CAAQS. Health Canada gives the ranges (these are not up for discussion) and the group discusses the new targets and inputs. SO₂ ranges have been discussed with a report forthcoming - The team should and will be updated on their work.
- The Alberta Motor Association initiatives include a multi-stakeholder campaign designed around targeting the public and how transportation emissions can be addressed and how the public can begin to think about climate change and emissions in different ways.
- The team was updated on the national AQMS (Air Quality Management System) – the Mobile Sources Working Group will be releasing some guidance documents/reports and jurisdictional reviews that could be added to the library (their focus is on both air and GHG emissions and the work includes information gathering/sharing not developing regulations).
- The government indicated there will be a couple documents/reports anticipated in the spring: the Red Deer CAAQS response from the province and results of the jurisdictional review of tools and systems used by leading jurisdictions to manage and regulate air quality in non-attainment areas, which include point sources and NPSs.

Team members committed to sending any reports or resources that were discussed during the updates to Amanda for posting.

3. Project Team Logistics

Amanda provided an updated project team membership list and agreed to including the updated document in the team follow-up email. The secretariat pursued the requests from the team in Meeting #1 for project team membership. ***The team confirmed the team's membership is acceptable at the current time with consideration of the following information:***

- the AUMA will not participate on the project team but would like to review the team's materials or deliverables as they are developed.
- the project team is minus one industry member as Enmax is no longer represented on the team.
- the Alberta Beef Producers were contacted, sent the information on the project team to date and is currently considering having a representative on the team. The team agreed having Ag industry representation would be very beneficial to the team membership.
- the Alberta Motor Association was contacted and have agreed to have a representative on the project team and the members welcomed Scott Wilson with the AMA.

Amanda provided a refresher on the NPS Project Charter objectives and deliverables to consider before agreeing to the Operating Terms of Reference and developing the draft document for the task group. The team will need to spend time in the next meetings developing a more detailed workplan for each of the objectives from the project charter. The immediate focus for the team is Objective #1: *Compile and review information and agree on a common understanding of non-point sources in Alberta.*

It was noted that the challenge with this work is to analyze all the data, examine how the NPSs contribute to the overall emissions, and then link the two knowing the deliverable of Objective #1 leads to and influences the work on objectives 2, 3 & 4. The team reviewed each section of the draft Operating Terms of Reference and were asked for any comments, edits or suggestions prior to finalizing.

The Teams Ground Rules were individually reviewed and finalized with minor edits as follows:

1. Focus on interests, not positions
2. Respect the values and interests of others
3. Listen to learn – No distracting side conversations

4. Participation in good faith. This includes saying what you can't do and acknowledging limitations
5. If you have a concern, speak up
6. Keep comments on topic
7. Contribute to an environment where people feel safe to be creative and take risks
8. Come prepared to meetings and be accountable - honour commitments and be punctual
9. Set objectives for each meeting; receive meeting materials in a timely manner
10. Discussion without prejudice: In a genuine effort to maintain creativity and ensure open and honest dialogue, all discussions will be "without prejudice"

Additional comments or edits to the document:

- Member Roles and Responsibilities #14 and #15 - will be combined into one as same content,
- Decision Making #28a – impasse was clarified within the team to occur in the meetings or as they occur but in some situations we may choose to pursue negotiation and coordination with the secretariat offline,
- Media Inquiries #30 – There was discussion and confirmation that one area that was discussed at the meeting was not fully described in this section. There will be a "e" added to this area stating that members shall not initiate contact with the media before discussing with the team.

All team members agreed to work under these updated terms of reference and approved as final.

4. NPS Resource Library

Amanda confirmed the CASA internal website – NPS Project Team Resource Library was updated and reorganized into 6 main categories and associated sub-categories of documents. All documents that are identified or sent through email will be added to the website.

The team reviewed an outline provided by Amanda and noted some rearranging of the listings/studies but did not identify anything currently missing. They were reminded of the ongoing Action Item to build the library with a focus now on national and international initiatives (such as the Portugal study that was sent around). Members agreed to try to fill any gaps and send resources to Amanda (David L. will review Calgary Region resources and fill any gaps; Bob/Jim/All will identify important resources and links for the EPA).

The team requested an ongoing option to have any important documents sent to the team as required reading materials. Member committed to reviewing anything noted as required reading. This is to ensure everyone has the same understanding of critical material and will be on an ongoing basis. Documents or requests are to be sent to Amanda to consult with the co-chairs who will consider appropriate actions based on the information. This may include an email to the team with the information to be reviewing – such as the Capital Region science report.

All team members agreed to review any required reading materials that are sent to the team.

5. NPS Task Group Formation

The team confirmed process to finalize the task group's terms of reference to be Amanda revising the document based on the current discussion and send it back to the team via email for any final edits. The task group will then review the final draft at their first meeting and discuss any edits or comments on the back to the project team

Action Item #2.2: Amanda will incorporate all current edits to the Task Group Terms of Reference and send to the project team via email for final comments or edits and will revise into a final draft document for the task group.

Action Item #2.3: Project team members will review and provide any comments or edits to Amanda via email on the revised version of the Task Group Terms of Reference by the deadline.

The team had an in-depth discussion around timelines noting their goals and range of expectations for the task group considering what is realistic for the amount of time that is available. Ultimately they prefer 2-3 months for the task group work but realistically noted it could easily take upwards of six months. The project team agreed to provide the Task Group a timeline of 3-5 months noting they will need to fully assess what is possible in their first meetings.

The Task Group should also consider the following during their first meetings:

- assessing the ToR from the Team and discuss what is possible within the parameters provided,
- consider phases of work and checkpoints (or deliverables) that could concurrently feed into the work of the Team (could the task group separate work/deliverables by regions (e.g. 'red' Red Deer region)),
- consider requirements for consultants to work within clearly identified areas of work (*this should be requested to the Project Team as soon as possible*),
- conduct a thorough review of the resources and sources (emissions inventories) and what can or cannot be used (this may also help to identify gaps that the task group will consider in providing its best advice),
- look for common themes and directions (are not expected to look at creating a scientific document or report) with any recommendations for the non-point sources that should warrant further focus by the project team,
- consider multiple meetings over the short-term.

The project team may need to narrow the 'ask' for the task group and re-assess 'What level of information do we need to proceed with our other objectives?'. The team stressed the importance of continuous communications between the task group and project team. Updates will occur at every meeting.

Final deliverables for the task group is expected to be a presentation and written report to the Project Team (explaining methodology, assumptions, lessons learned, recommendations for future work). There is flexibility in the process that allows the task group to determine the methodology and path forward.

The team members reviewed an updated task group membership list and confirmed that it will be very important to have adequate support from the government for this task group due to the technical nature. There may be some technical experts within the government that are not able to be with the group full-time but will be consulted and participate as needed and available. The team is happy with the list of task group members and feel that one area that may complement the technical expertise presented is a member from the central or west Airsheds. Bob confirmed there is a great deal of expertise and will pursue an additional member for the task group.

Action Item #2.4: Bob will pursue an additional Airshed technical expert to participate on the Technical Task Group.

Amanda will finalize the Task Group Terms of Reference and membership and begin the process to try to convene the task group prior to the next NPS Project Team meeting. The finalized task group members will need to be polled for potential first meeting dates and the secretariat will need to plan the convening of the Task Group.

Action Item #2.5: Send a poll with a selection of meeting dates to the task group members and schedule the Technical Task Group Meeting #1.

6. Future Meetings

The team discussed main considerations and objectives for their next scheduled meetings including:

- Develop Workplan(s) – Team assessment and document details on what is going to be needed to be completed over the next 6 months and for all objectives of this project including Timelines and Budgets
 - Objectives #1-3 – what is required to meet these objectives
 - Objective #4 – discuss any communications pieces and/or any budgetary considerations
- Review and revise NPS Resource Library – any additional searching/content
- Task group updates and review of ToR - how they have developed understanding to date
- Assist with coordination of and receive presentations on the other CAAQS regions
 - Possible presentations and meetings (TBC)
 - Lower/Upper Athabasca Regions – Meeting #3
 - Peace Region – Meeting #3
 - Calgary Region (South Saskatchewan) – Meeting #4
 - Red Deer Region – Meeting #4
- Planning for the CASA March Board meeting – discuss presentation content/questions/decisions required by the board – confirm and agree on presenter
- Assist with coordination of and receive presentation on general atmospheric sciences/chemistry

A request was made to the secretariat to have a discussion with the team members about the start and end times for meeting(s). For meetings in Edmonton travel from Calgary is more amenable to an earlier start and end time. After reviewing travel considerations and noting that there are a larger number of team members that will travel from Edmonton to Calgary for the meetings, the request was for the Calgary start and end times to remain as originally planned.

Therefore, until further discussion is requested the project team meeting times will be as follows:

- Edmonton meetings will be (generally) 9:30 a.m. to 3:00 p.m.
- Calgary meetings will be (generally) 10:00 a.m. to 3:30 p.m.

The first CASA Board of Directors meeting of 2016 and first since this project team convened is on March 24th in Edmonton. The Project Team will be presenting to the CASA Board at the meeting and need to be available to answer questions.

Amanda reconfirmed that when the Project Team holds meetings in Calgary, CASA will require assistance in hosting from the team members. This allows for some internal project costs to be shared. For each meeting held in Calgary (first is in March 30th Meeting #4) a host organization is required. The project team thanked Rob and the Canadian Fuels Association that will hold and host the project team meeting at their office in downtown for the first Calgary meeting.

7. Capital Region NPS Overview (Maxwell Mazur, AEP)

The NPS Project Team received a presentation from Alberta Environment and Parks on the Capital Region (North Saskatchewan CAAQS region) outlining State of Knowledge, Next Steps and Management Response. The Team members were provided with pre-reading materials that are available for this region including the **Capital Region Fine Particulate Matter Response** (<http://esrd.alberta.ca/focus/cumulative-effects/capital-region-industrial-heartland/documents/FineParticulateMatterResponse-Dec2014.pdf>) and the **Capital Region Fine Particulate Matter Science Report** (<http://esrd.alberta.ca/focus/cumulative-effects/capital-region-industrial-heartland/documents/CapitalRegion-PM-ScienceReport-Dec2014.pdf>).

Action Item #2.6: Amanda will confirm with AEP the ability to share the presentation and provide it via email to the project team.

Highlights of the discussion and Q&A with the team included:

- The Capital Region is one of the regions that have a good amount of data and information available. A modelling study determined a large impact of the transportation sector on fine particulate matter precursor concentrations.
- Secondary PM_{2.5} is important. Wintertime events dominated by Ammonium nitrate/Organic Matter (ANO₃/OM); NO_x/VOCs important precursors. Based on emissions inventories non-point sources are contributors of primary PM_{2.5} and secondary precursors.
- NO_x and VOCs are emitted by many sources in the Capital Region. Most NO_x emitted by mobile sources, both on and off road, is from close proximity to urban areas. If you remove mobile source emissions from the modelling (called a sector-based zero-out), NO_x concentrations are lowered in urban areas on an annual averaged basis. Next steps are to test zero-out scenarios (“Source apportionment” by sector) to determine sectors with largest impact on PM_{2.5} concentrations (through primary PM_{2.5} and secondary PM_{2.5} precursor contributions).
- AEP measurements show that nitrates and VOCs are more prevalent in colder weather.
- The Capital Region Response outlines management actions that the team can use in Objective 3. This will be done through three objectives: Action, Investigation, and Engagement.
- The implementation will take a while, over several phases with Phase 1 (2015-2017) focus on refining scientific knowledge of the issue.
- The team asked about costs to conduct these modelling studies (province-wide) and AEP estimated each iteration to date has cost \$100k. Province-wide could safely run into \$1M plus.
- The Capital Region response includes an education and outreach component and AEP was asked if there was a Communications plan available (the team could review). AEP confirmed that it is in development and is several months away.
- The team is eager to review information on the Red Deer response and any modelling or data. Exceedances are for PM based on 24-hour and annual average metrics. There is no speciation data for Red Deer. A common inquiry is whether the location of the station in Red Deer is representative of the region as a whole. It was noted that there are two permanent AQ stations in Red Deer, in separate locations but their readings are similar.

8. Meeting Wrap-Up

The team members reviewed action items from the meeting and confirmed the next Project Team meeting is Thursday February 25, 2016 (CASA Office, Edmonton).

The meeting adjourned at 3:30 p.m.