

Red Deer Particulate Matter Response Advisory Committee Terms of Reference

Background & Context

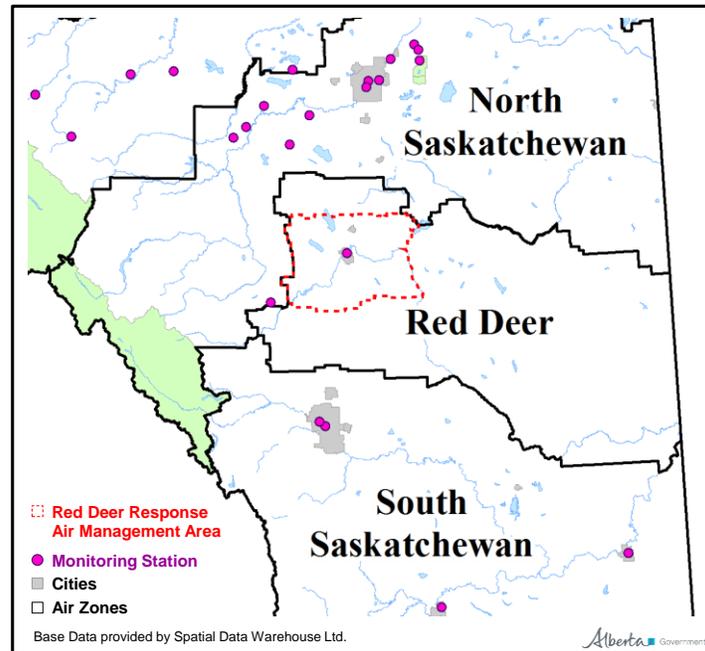


Figure 1: Comparison of the Red Deer Air Zone for CAAQS Implementation and the Red Deer Air Quality Management for the Red Deer Fine Particulate Matter Response

The 24-hour Red Deer Fine Particulate Matter Response was initiated in 2012 in response to an exceedance of the Canada-wide Standards for fine particulate matter for the 2009-2011 reporting period. Based on this assessment, Alberta Environment and Parks in collaboration with a multi-stakeholder Advisory Committee lead the development of the Red Deer Fine Particulate Matter Response to reduce fine particulate matter concentrations to below the national standards within the Red Deer Response Air Quality Management Area (Figure 1).

In 2012, the Canadian Ambient Air Quality Standards (CAAQS) for fine particulate matter and ozone were set, replacing the former Canada-wide Standards. The first CAAQS assessment results for Alberta were published in September 2015 for the 2011 – 2013 monitoring period. For this assessment, the Red Deer Air Zone (aligns with the land-use framework boundary) failed to achieve the fine particulate matter CAAQS for both the 24-hour and annual averaging period. As a result, in addition to the Red Deer Fine Particulate Matter Response developed by Alberta Environment and Parks and the Advisory

Committee, the Government of Alberta is committing to further actions that will apply within as well as beyond the Red Deer Air Quality Management Area boundary. Defined in the Response.

Purpose of the Advisory Committee

The Advisory Committee will be responsible for advising and assisting Alberta Environment and Parks on the development and implementation of the Red Deer Particulate Matter Response within the Red Deer Air Quality Management Area.

Deliverables

The following deliverables have been identified to implement the Red Deer Fine Particulate Matter Response. The Advisory Committee will provide advice and support to Alberta Environment and Parks regarding:

- Stakeholder engagement, including information sessions, workshops to discuss elements of the Particulate Matter Response, and communication to broader stakeholders on progress of implementation.
- The management system required to implement and evaluate the Fine Particulate Matter Response.
- The annual implementation plan accompanying the Response .
- Ongoing implementation of the Response:
 - Advice on key sections of the Response such as the goal, objectives, management actions, outcomes, reporting, and evaluation.
 - Each lead/representative to report back on status of committed, proposed, and new action through a consistent reporting template.
 - Provide feedback and input into the development of an engagement strategy.
 - Provide feedback on policy and regulatory alignment into the *Industrial* Air Emissions Management Program.
 - Provide feedback and input into annual briefing on progress of implementation
 - Provide feedback and input into the development of progress report every three years into each phase of implementation.
 - Provide feedback and input into evaluating the Response every five years.

In Scope

- Red Deer Particulate Matter Response development and implementation within and to the Red Deer Air Quality Management Area.
- Consider how other provincial and national initiatives underway (i.e. monitoring, Air Quality Management System (AQMS), Base Level Industrial Emission Requirements (BLIERs), etc.) influence the implementation of the Response.
- Develop and commit to actions that are included in the Red Deer Fine Particulate Matter Response.
- Ensure management approach is comprehensive by considering current priorities for point and non-point sources management.
- Provide strategic advice for the oversight of the management system to implement and evaluate the response.
- Continue to build on and incorporate the Fine Particulate Matter Response, and subsequent scientific work, completed in the Capital Region.
- Identify tradeoffs associated with actions in achieving the goal.

Out of Scope

- Facility specific actions will continue to be managed by Alberta Environment Parks through the existing regulatory process (unless agreed to by specific facility). Alberta Environment and Parks will retain regulatory responsibilities.
- The Advisory Committee will need to align with other provincial and national initiatives underway, but that the Advisory Committee itself will not be the mechanism to develop these initiatives.
- Focus of the Red Deer Advisory Committee is on the Red Deer Air Quality Management Area, not the whole Red Deer Air Zone. Alberta Environment and Parks will seek advice on how to coordinate with and engage stakeholders outside the Red Deer Air Quality Management Area.

Givens

- The goal is to reduce ambient fine particulate matter concentration and remain below the Canadian Ambient Air Quality Standards (CAAQS) for stations reporting on the CAAQS within the engagement boundary of the Response. *Please refer to Appendix A for the engagement boundary.*

Updated: February 2016

- Guiding implementation of the Response are principles that emphasize: Alignment with existing initiatives
- Regional coordination and shared ownership
- Science-based
- Adaptive management
- Continuous improvement
- Accountability

Role of Alberta Environment and Parks

AEP will:

- Lead the Red Deer Particulate Matter Response development.
- Chair the Advisory Committee and provide a supporting Secretariat.
- The AEP Secretariat will provide the resources and staff support to service the administrative needs of the Advisory Committee.
- Work with the Advisory Committee to identify appropriate stakeholders who will be required for input into and deliver actions.
- Provide transparency to stakeholders and the public about the status of the Response.

Role of the Advisory Committee

The Advisory Committee will:

- Provide strategic advice to AEP regarding implementation of the Red Deer Particulate Matter Response and development of corresponding programs or initiatives.
- Provide regional and sectoral perspective on air quality outcomes.
- Provide advice on AEP management actions such as the development of the Engagement Strategy and Air Emissions Management Program.
- Share in the responsibility of implementing and collaborating on management initiatives.
- Report on progress of committed management actions in the Response.
- Work in collaboration with other stakeholders.

- Support and guide the Secretariat to advance the annual workplan.

The Advisory Committee Chair (AEP) will:

- Ensure timely discussion of agenda items, and ensure discussion stays on topic and is respectful.
- Ensure inclusion of all participants in the discussion; clearly describe alternative points of view/ issue; flag areas that require more attention. Test for agreement if necessary.

Table 1: Committee Composition

The current Advisory Committee membership composition may change over time as implementation progresses. Additional engagement with stakeholders currently not listed in Table 1 may include attending the Advisory Committee, having access to the meeting minutes, attending annual meeting, or attending focused sectorial workshops. Level of engagement of additional stakeholders will be considered on a case-by-case basis. Advisory Committee members may send qualified and pre-briefed substitutes (if necessary) due to scheduling conflicts.

Membership	#	Confirmed Individuals
Airshed	1	Kevin Warren, Parkland Airshed Management Zone Alternate: Aaron Rognvaldson
Environmental Non-governmental Organization (ENGO)	1	Placeholder
Industry	5	Andrea Brack, Nova Chemical Alternate: Crissy Handziuk
		Angela Ryan, MEGlobal and Dow Prentiss Alternate: TBD
		Allison Fisher, Shell Canada Alternate: Lesley Hoven
		Aaron Rognvaldson, Husky Energy Alternate: TBD
Municipal Government	3	TBD, Lacombe County Alternate: Keith Boras and Dale Freitag
		Nancy Hackett, City of Red Deer Alternate: Lauren Maris
		Andrew Treu, Red Deer County Alternate: Chris Black
Public	1	Jim Saltvold
Public Sector	2	John Tchir, Alberta Environment and Parks (<i>Chair</i>)
		Kelly Bauer, Alberta Health Services Alternate: Adam Jensen
Total	11	

Committee Operating Principles

The Advisory Committee will strive for consensus, meaning the Advisory Committee will:

- Value and work toward unanimity.
- Strives for shared ownership of the Red Deer Particulate Matter Response, and collective agreement in bringing it forward to Alberta Environment and Parks.
- Clearly describe alternative points of view/ issues, and flag areas that require more attention.
- Escalate issues related to the Red Deer Particulate Matter Response to appropriate decision-makers.
- Members will consider the principles of:
 - Continuous improvement
 - Protection of human health and environment
 - Balancing the outcomes of growth
 - And others that may be identified throughout the process

Meeting Schedule

The meeting schedule for implementation will be quarterly.

Meeting materials (including agenda) will be distributed one week in advance. Notes/ action items, presentations and meeting summaries will be circulated to all members within one week of each meeting. Email correspondence to the Advisory Committee will be prefaced by “**AC**” and the following acronyms will be used:

- FYI: For Your Information
- REV: Review
- AR: Action Required

Terms of Reference Review

The Advisory Committee will revisit this Terms of Reference annually to ensure the content is up to date and supportive of implementation needs.

Appendix A – Engagement Boundary

Red Deer Particulate Matter Response Engagement Map

