

Alberta Ambient Air Quality Monitoring System Operations Steering Committee

TERMS OF REFERENCE

(Revised Draft March 27, 1998)

Background:

Shortly after the Clean Air Strategic Alliance was formally established, its partners recognized the importance of having credible, reliable information on ambient air quality and its relationship with human and ecosystem health. A Strategic Plan for Air Quality Monitoring in Alberta was developed and approved by the CASA Board in November 1995. An Implementation Design Team subsequently examined a variety of options and recommended a cooperative network approach that was accepted by the CASA Board on December 4, 1997.

Membership:

Alberta Environmental Protection (Chair)
2 data providers
2 industry associations
3 CASA Zones
2 user groups
1 CASA Secretariat

Purpose: To provide overall direction for the cooperative monitoring system by:

1. Tracking progress in achieving the strategic plan;
2. Setting the annual budget for the Data Warehouse;
3. Approving the annual workplan;
4. Establishing policies and procedures;
5. Revising the strategic plan as required, and
6. Reviewing and evaluating the system.

Expectations:

In general, the Operations Steering Committee (OSC) will meet twice per year. The OSC will function more like a Board and not deal with implementation details. It will report once a year to the CASA Board. Technical committees will be formed on an ad hoc basis. In order to align the OSC with the CASA Board, the OSC should report to the June CASA Board meeting with its budget and plans for the following year. The OSC will need to meet in the Spring to develop its budget and documentation. A meeting in the Fall will assess progress and refine plans for the coming year.

Roles and Responsibilities:

Chairman: convenes the meetings and provides secretarial support; arranges for appropriate presentations and documentation for each meeting; prepares the agenda, and ensures distribution of the minutes.

Data Provider Representatives: contribute to the strategic direction from the viewpoint of the cooperants who provide data to the Data Warehouse as part of the cooperative network.

Industry Association Representatives: contribute to the strategic direction from the viewpoint of the industries who are co-funding the operation of the Data Warehouse.

CASA Zone Representatives: ensure coordination of the provincial network with their own networks and contribute to the strategic direction from the viewpoint of the zones.

User Group Representatives: contribute to the strategic direction from the viewpoint of those who access the information and apply it to answer various air quality questions.

CASA Secretariat Representative: ensures alignment and consistency with CASA Board direction and other CASA activities; collects funds and acts as banker, and maintains financial records and reports on financial status.