

CASA Board of Directors Meeting
March 15, 2017, Edmonton, Alberta

In attendance:

CASA Board Members and Alternates:

Ahmed Idriss, Utilities
Andrew Read, NGO Urban
Ann Baran, NGO Rural
Bill Calder, NGO Urban
Brian Ahearn, Petroleum Products
Cheryl Baraniecki, Federal Government
Claude Chamberland, Oil and Gas Large Producers
David Lawlor, Alternate Energy
David Spink, NGO Urban
Humphrey Banack, Agriculture
Keith Murray, Forestry

Leigh Allard, NGO Health
Martin Van Olst, Federal Government
Peter Noble, Petroleum Products
Rich Smith, Agriculture
Rick Blackwood, Provincial Government-Environment
Ruth Yanor, NGO Industrial
Terry Rowat, Chemical Manufacturers
Wayne Ungstad, NGO Rural
Keith Denman, CASA Executive Director

CASA Secretariat:

Karen Bielech, Matthew Dance, Katie Duffett, Cara McInnis

Guests:

Andre Asselin, Alberta Water Council
Bob Myrick, Alberta Environment and Parks
Brendan Schiewe, Alberta Health
Corinna Mulyk, Alberta Transportation
Elizabeth Bell, Peace Airshed Zone Association
Ike Edeogu, Agriculture and Forestry
Karla Reesor, Alberta Airsheds Council
Sharon Willianen, Alberta Environment and Parks

Presenters:

Keith Denman, *2016 Audited Financial Statements (Item 1.3), Executive Director's Report (Item 1.6)*
Andrew Read, *Non-Point Source (Item 2.1)*
David Spink, *Ambient Air Quality Objectives Committee (Item 2.2)*

Regrets:

Andre Corbould, Provincial Government-Environment
Brian Gilliland, Forestry
Carolyn Kolebaba, Local Government-Rural
Dan Thillman, Mining
Dawn Friesen, Provincial Government-Health
Greg Moffatt, Chemical Manufacturers
Holly Johnson-Rattlesnake, Aboriginal Government-First Nations
Jim Hackett, Utilities

Koray Önder, Oil and Gas Large Producers
Linda Mattern, Provincial Government-Health
Mary Onukem, Aboriginal Government-Métis
Rob Beleutz, Mining
Scott Wilson, NGO, Consumer
Steve Tkalcic, Provincial Government-Energy
Wade Clark, Provincial Government-Energy

Clean Air Strategic Alliance

Board of Directors Meeting March 15, 2017

Executive Summary

Andrew Read and Wayne Ungstad will be joining the CASA Board as the alternate representatives for NGO Urban and NGO Rural, respectively.

The 2016 financial audit was successful and the financial records, provided at this meeting, will be formally presented at the Annual General Meeting in June for acceptance.

As Chris Severson-Baker stepped down from his position as NGO Vice President at the previous meeting, Bill Calder was nominated and will serve as the NGO Vice President until March 2019.

Progress towards CASA's move to the South Petroleum Plaza building is underway. The Alberta Water Council and CASA are working together to determine administrative efficiencies between the organizations and the office space is being renovated to ensure the meeting room can accommodate a project team.

The Non-Point Source Project Team provided an update. The project is on schedule and the team is in the process of refining potential management actions and engaging key stakeholders for feedback. They are also planning a communications workshop in April to coordinate messaging and identify partnerships among the organizations involved in education, awareness, and communication campaigns related to non-point sources.

The Ambient Air Quality Objectives Committee was formed following the previous board meeting and has had an initial meeting. A terms of reference will be drafted and provided to the board for the June meeting. They are focusing on five primary air quality parameters and are gathering available information for use in work plan development.

The remainder of the meeting was dedicated to a systems mapping exercise. Details on the workshop are available in the workshop summary document.

The next CASA Board meeting will be June 14th, 2017 in Calgary.

**Clean Air Strategic Alliance
Board of Directors Meeting
March 15, 2017**

Minutes

Peter Noble convened the meeting at 9:30 a.m.

1 Administration

1.1 Approve Agenda

Peter reviewed the agenda which was approved as distributed.

1.2 Minutes and Action Items from December 2016

The minutes of the December 8th, 2016 meeting were approved as distributed.

The action item log was updated, as follows:

Action items	Meeting	Status
3.1 – CASA Priorities – IRMS Roadmap Secretariat will work with stakeholders to initiate an IRMS Roadmap working group and develop a Project Charter, to be presented to the board in September or December 2015.	June 17, 2015	On hold.
2.1 – State of the Air discussion The Secretariat will organize a meeting or workshop with board members and others once the climate change report is released.	Sept. 17, 2015	On hold.
2.2 – CASA 2.0 The Secretariat will organize a systems mapping workshop for Q1 of 2017.	Dec. 8, 2016	Complete. The systems mapping workshop will follow the board meeting.
2.2 – CASA 2.0 Keith Denman will approach the Water Council to test interest in a possible joint initiative on a municipal environmental tool kit, and will begin a conversation with municipalities about their issues and the potential value of a tool kit to them.	Dec. 8, 2016	Ongoing. Feedback has been largely positive and supportive of work on a tool kit. Keith will contact the Miistakis Institute to determine if CASA can partner with their existing municipal toolkit proposal (not yet funded).
2.2 – CASA 2.0 The Secretariat will circulate a call for board members to help scope out work to be done on the AMSP topic, including how air quality data is used.	Dec. 8, 2016	On hold pending internal government conversations with the Monitoring and Science department.

Action items	Meeting	Status
3.1 – Ambient Air Quality Objectives Committee Keith Denman will contact the board to identify members for the Ambient Air Quality Objectives Stakeholder Advisory Committee.	Dec. 8, 2016	Complete. The group met on March 13 th .
4.1 – Airshed Endorsement Keith Denman and Karla Reesor will have discussions with the Monitoring and Science Division and with the ACC about possible ways to proceed and report back to the board. Keith will also ensure airsheds are invited to participate in the roles and responsibilities workshop.	Dec. 8, 2016	Complete. CASA and the AAC are drafting an MOU that will outline how CASA, the airsheds and the Airsheds Council will work together.

During the review of the Action Items a further item was added to ensure that the following item not be lost:

Action Item: The Government mission analysis will be brought to the CASA board once it has been approved by the minister.

1.3 2016 Audited Financial Statements

Keith Denman directed the board to the financial statements in the briefing book. The audit was complete and no issues were found.

The 2016 budget was not fully spent because some planned projects were not initiated on planned timelines. CASA has proposed the surplus be moved to the external project funding to be allocated as needed, but the request has not yet been approved. The Non-Point Source Project Team currently has funding available which they may not use, but the Ambient Air Quality Objectives Committee may require additional budget. They will have further discussions on budget and timelines during their next meeting.

The application for 2017 funding has been submitted to government but there has not been a response to date.

The financial statements will be presented at the June Annual General Meeting for formal acceptance. Board members were asked to contact Keith Denman if they have any questions or concerns.

There was a question regarding whether or not the \$220,000 budget item for use in the event of an organizational shut down was sufficient. The number is recalculated every year and is based on finishing existing equipment contracts, file management, legal issues, and severance pay for staff.

It was noted that the pending CASA office move will be largely funded by government but CASA has a \$12,000 budget item for moving and related expenses.

1.4 New Representatives

The board welcomed two new alternate members: Andrew Read from the Pembina Institute and Wayne Ungstad from the Notinto Sipy Conservation Authority.

1.5 Executive Membership

At the previous board meeting Chris Seversen-Baker stepped down from the Pembina Institute and from his position as Vice President. Bill Calder was nominated as the new Vice President.

Decision: Bill Calder will serve as the NGO Vice President on the CASA Executive Committee until March 2019.

1.6 Executive Director's Report

Keith Denman directed the board to his report in the briefing book. He reviewed current staffing arrangements and noted that Sarah Hanlon will not be returning to CASA on the originally planned schedule. The position will not be held indefinitely, but to fill the gap for the next few months Matt Dance will continue working for CASA on a part-time contract basis. A new full time project manager may be required depending on which projects are initiated in 2017.

Progress is continuing related to CASA's move to the South Petroleum Plaza into shared office space with the Alberta Water Council. The boardroom in the office space isn't large enough to accommodate a project team, so renovations are being made to enlarge the existing Board Room. Much of the furniture in the CASA office will not be moved due to space constraints and the Secretariat is looking into options for donating the extra furniture and equipment. The files stored in the CASA office are being reviewed and organized for storage at Iron Mountain. The organizations are still in the process of determining how they will work together for day to day administration.

At a future meeting the board may want to consider determining an appropriate amount of time for old files to be kept in hard copy to minimize the amount of files stored at Iron Mountain.

The Performance Measures Committee is continuing to operate in 2017 using the same processes as in 2016. Any board members who wish to participate were asked to contact Keith Denman or Ruth Yanor.

2 Updates

2.1 Non-Point Source

Andrew Read provided an update on the work being completed by the Non-Point Source Project Team. The Project Team is currently engaged in detailed discussions on potential management actions and are identifying key stakeholders to contact for feedback. The project is still on course

for completion in September 2017 but the schedule is aggressive and requires ongoing engagement and commitment from project team members to deliver the final recommendations.

The project team is focusing their discussions on the following non-point sources: transportation (including personal vehicles, on-road heavy duty vehicles, and off-road equipment), residential wood burning, open-air burning, agriculture, gasoline distribution, and construction and road dust.

Communication is a key aspect being considered by the project team. A communications strategy was drafted by the team and some materials are being developed. A backgrounder document was distributed to the board members and the project team welcomes any feedback. A message map is being drafted and will be provided to the board in June. A workshop is being held in April with the objective of engaging different organizations involved in air quality communication and outreach to determine potential partnerships.

A more detailed update on the draft recommendations will be provided to the board during the June meeting.

Discussion:

- The focus of the recommendations and communications initiatives should be on areas which are not currently regulated and aren't going to be regulated elsewhere.
- The communications work should educate the public. The Non-Point Source Project Team is working on coordinating communication with groups currently engaged in communications/awareness/educational programs, many of these target the general public.
- The board requested information on both the Non-Point Source Project Team membership and the list of key stakeholders identified for feedback.
- Parks Canada was identified as a potential stakeholder related to open-air burning.

Action Item 2.1: Katie Duffett will provide the board with a list of project team members and the list of key stakeholders identified to date.

Action Item 2.2: Board members to provide any additional stakeholders for the communications workshop to Katie Duffett.

Action Item 2.3: Katie Duffett will make the Technical Task Group report on non-point sources available to the board.

2.2 Ambient Air Quality Objectives Committee

David Spink provided an update on the initial meeting of the Ambient Air Quality Objectives Committee.

At the board meeting in December there was a decision to form a committee with the intent of filling the stakeholder advisory component of setting ambient air quality objectives. The

committee mandate is to look at five air quality parameters: PM_{2.5}, SO₂, NO₂, ozone, and hydrogen sulfide/total reduced sulfur.

The committee will draft a terms of reference for discussion at the June board meeting. The committee will form three subgroups: one for particulate matter and ozone, a second for NO₂ and SO₂, and a third for hydrogen sulfide/total reduced sulfur. The subgroups will gather the information available for their air quality parameters and come back to the committee for development of a work plan.

The committee has good representation from the fuel and oil and gas sectors, but is lacking membership from other industry sectors. The air quality parameters being considered by the group have implications for all industry sectors, so the board was asked to consider whether or not their sector should have membership in the committee. Representation from Environment Canada was also being sought.

The next meeting of the committee will be in June.

Discussion:

- There will be an opportunity to include additional air quality parameters during the next priority setting exercise.
- A budget for the group hasn't been determined.

3 New/Other Business

3.1 New/Other Business

CASA is hosting an interest based negotiation workshop in Calgary on April 19th and 20th. The session will be facilitated by Ian Montgomery. The aim of the workshop is to help people understand the consensus based process and how to effectively participate.

3.2 Updated Mailing and Membership Lists

The updated membership lists were included in the briefing package. Board members were asked to contact the Secretariat if any changes/corrections were needed.

4 Systems Mapping

4.1 Systems Mapping Workshop

The Systems Mapping Workshop occurred for the remainder of the meeting and was facilitated by Wayne Crosby. Details on the workshop are available in the workshop summary document to be distributed to the board following the meeting.

6 Evaluations

6.1 Evaluation Forms

Members were asked to complete evaluation forms for the meeting. These responses are valued and will be reviewed by the Executive Committee at its next meeting.

The meeting adjourned at 3:30pm.

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Action Items

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2.2 – CASA 2.0 Keith Denman will approach the Water Council to test interest in a possible joint initiative on a municipal environmental tool kit, and will begin a conversation with municipalities about their issues and the potential value of a tool kit to them.	Dec. 8, 2016	Ongoing. Feedback has been largely but not entirely supportive of work on a tool kit. Keith will contact the Miistakis Institute to determine if CASA can partner with their existing municipal toolkit proposal.
2.2 – CASA 2.0 The Secretariat will circulate a call for board members to help scope out work to be done on the AMSP topic, including how air quality data is used.	Dec. 8, 2016	On hold pending internal government conversations with the Monitoring and Science department.
1.2 – Minutes & Action Items The government mission analysis will be brought to the CASA board once it's been approved by the minister.	Mar. 15, 2017	
2.1 – Non-point Source Katie Duffett will provide the board with a list of project team members and the list of key stakeholders identified to date.	Mar. 15, 2017	
2.2 – Non-point Source Board members to provide any additional stakeholders for the communications workshop to Katie Duffett.	Mar. 15, 2017	

Action items	Meeting	Status
2.3 – Non-point Source Katie Duffett will make the Technical Task Group report on non-point sources available to the board.	Mar. 15, 2017	