

*CASA Board of Directors Meeting*  
**December 8, 2016, Calgary, Alberta**

**In attendance:**

**CASA Board Members and Alternates:**

Bill Calder, NGO Urban	Jim Hackett, Utilities
Brian Ahearn, Petroleum Products	Peter Noble, Petroleum Products
Carolyn Kolebaba, Local Government-Rural	Rich Smith, Agriculture
Cheryl Baraniecki, Federal Government	Rick Blackwood, Provincial Government-Environment
Chris Severson-Baker, NGO Industrial	Ruth Yanor, NGO Industrial
Claude Chamberland, Oil and Gas Large Producers	Wade Clark, Provincial Government-Energy
Greg Moffatt, Chemical Manufacturers	Keith Denman, CASA Executive Director
Humphrey Banack, Agriculture	

**CASA Secretariat:**

Matthew Dance, Cara McInnis, Katie Duffett, Kim Sanderson

**Guests:**

Sharon Willianen, Alberta Environment and Parks  
Karla Reesor, Alberta Airsheds Council  
Should Laura Blair also be listed here or does the reference to her as a presenter cover it?

**Presenters:**

Keith Denman, *Executive Director's Report and Financial Statements* (Item 1.4), *Core Budget for 2017* (1.5), *CASA 2.0 Working Group* (2.2), *Airshed Endorsement Process* (4.1), *Three Year Strategic Review* (4.2)  
Rick Blackwood, *Government Mission Analysis* (Item 2.1)  
Laura Blair, *Ambient Air Quality Objectives Committee* (Item 3.1)  
Cara McInnis, *Communications Committee Update* (Item 4.4)

**Regrets:**

Ahmed Idriss, Utilities	Keith Murray, Forestry
Andre Corbould, Provincial Government-Environment	Koray Önder, Oil and Gas Large Producers
Ann Baran, NGO Rural	Leigh Allard, NGO Health
Brian Gilliland, Forestry	Linda Mattern, Provincial Government-Health
Dan Hall, Chemical Manufacturers	Martin Van Olst, Federal Government
Dan Thillman, Mining	Mary Onukem, Aboriginal Government-Métis
David Lawlor, Alternate Energy	Rob Beleutz, Mining
David Spink, NGO Urban	Scott Wilson, NGO, Consumer
Dawn Friesen, Provincial Government-Health	Steve Tkalcic, Provincial Government-Energy
Holly Johnson-Rattlesnake, Aboriginal Government-First Nations	Terry Rowat, Chemical Manufacturers

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**Executive Summary**

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Greg Moffatt and Steve Tkalcic will be joining the CASA board as the alternate for Chemical Manufacturers and director from Alberta Energy respectively. NGO Vice-President Chris Severson-Baker announced he is leaving the Pembina Institute to take a position with the Alberta Energy Regulator. As a result of this he will be stepping down from the CASA Board and from his position as the ENGO Vice-President. Arrangements for his replacement will be made.

The board was advised that the CASA office will be moving into the 14<sup>th</sup> Floor of South Petroleum Plaza to share space with the Alberta Water Council. Further efficiencies are being sought in administration and staffing.

An update was provided on Alberta Environment and Parks' (AEP) continuing mission analysis. A great deal of new work has been identified and trade-offs between these new priorities and historical activities will likely be needed. A detailed plan is being developed for review and endorsement by the Minister in early 2017, following which it can be shared.

The board discussed at length the report and proposed areas of work identified by the CASA 2.0 Working Group. Three areas of potential activity were noted: municipal environmental tool kit, ambient air monitoring strategy and goals, and relationships. The board expressed potential interest in all three topics but because roles, responsibilities and relationships underpin the others, the board agreed to hold a systems workshop in early 2017 to get clarity in this foundational area. Additional outreach and scoping will be done concurrently on the other two topics, and areas for possible CASA work will be revisited at a future meeting.

Other board decisions:

- Approved the CASA 2017 core budget.
- Established a CASA committee to undertake the work plan for review of the prioritized ambient air quality objectives, to be completed by March 2020.
- Deferred the scheduled 2017 three year review until 2018.

Prior to making any changes in the process for endorsing airsheds, it was decided to have further discussions with airsheds and with the Monitoring and Science Branch in AEP to determine the best path forward. Airsheds will also be invited to attend the systems workshop to help clarify roles and responsibilities.

The Non-Point Source Project Team and the Communications Committee provided updates on their recent work. The CASA website has been revamped to improve access and navigation and is now live.

The next CASA board meeting will be March 15, 2017 in Edmonton.

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**Minutes**

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Rick Blackwood convened the meeting at 9:35 a.m.

1 Administration

**1.1 Approve Agenda**

Rick reviewed the agenda which was approved as distributed.

**1.2 Minutes and Action Items from June 15, 2016 Meeting and Vice-President Confirmation**

The minutes of the June 15, 2016 meeting were approved as distributed. The board confirmed Peter Noble as the Industry Vice-President for a two-year term ending in June 2018.

<b>Action items</b>	<b>Meeting</b>	<b>Status</b>
<b>3.1 – CASA Priorities – IRMS Roadmap</b> 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.
<b>2.1 – State of the Air discussion</b> The Secretariat will organize a meeting or workshop with board members and others once the climate change report is released.	Sept. 17, 2015	This discussion has not yet taken place and is proving difficult to schedule due to a very heavy work load at ACCO. This action item will be dropped and a different approach taken. [Further board discussion is noted below the table.]
<b>2.2 – Communications Committee</b> Directors and alternates will check with their organizations regarding activities planned for Clean Air Day 2016 and advise Cara McInnis by May 13 <sup>th</sup> .	March 24, 2016	Complete
<b>2.3 – Executive Director’s Report</b> Rick Blackwood will inquire as to how widely GoA discussions related to the IRMS can be shared and report back in September on the state of those discussions.	June 15, 2016	Complete. Will be reflected in today’s presentation on mission analysis.
<b>2.3 – Executive Director’s Report</b> The CASA and AWC executives will meet jointly prior to the September board meeting to develop two or three potential synergy scenarios and identify associated advantages and disadvantages. This material will be shared with the board of both organizations for	June 15, 2016	Complete. CASA staff will move into the 14 <sup>th</sup> floor of South Petroleum Plaza to share space with AWC staff. Potential efficiencies and ways of working together have been discussed. Both boards will be

Action items	Meeting	Status
discussion and feedback in preparation for the GoA budget discussions in September.		kept informed as information becomes available.
<b>3.2 – Future CASA Work</b> Board members will forward a) comments and thoughts on identifying new CASA work by June 24, and b) three names from each sector to serve on the working group to Keith Denman by June 30.	June 15, 2016	Complete

### Action 2.1: State of the Air discussion

The board agreed a state of the air discussion would be useful when the Alberta Climate Change Office (ACCO) has enough information to assess the implications of potential climate change actions on air quality. Or CASA could examine opportunities related to the Climate Leadership Plan (CLP). Validating health impacts of climate change measures would be useful. Environment and Climate Change Canada is working on a state of the air report, which is due out in 2017. That report could possibly be a springboard for CASA to examine the bigger picture of air quality in Alberta and where we are expected to be in 10-15 years. CASA could review the federal report at the end of 2017 and then decide what to do.

### Other Developments

Chris Severson-Baker announced that he is leaving the Pembina Institute to take a position with the AER in January. The AEN caucus will recruit to fill his space and other ENGO spaces on the board and once that is done, the NGO executive member will be selected. This should all happen before the next board meeting. In the meantime, Bill Calder will be the ENGO contact person. Chris indicated he will continue to follow CASA’s work and advocate for this model. The board thanked Chris for his years of service and leadership to CASA and he will be formally recognized at a later date.

### 1.3 New Representatives

The board welcomed two new members. Greg Moffatt from the Chemical Industry Association of Canada is the alternate representing Industry – Chemical Manufacturers. Steve Tkalcic from Alberta Energy is the director representing Provincial Government – Energy, but was unable to attend today. Wade Clark, who joined the board in June but was unable to attend that meeting, was also welcomed.

### 1.4 Executive Director’s Report and Financial Statements

Keith Denman directed the board to his report in the briefing book. He reviewed current staffing arrangements and noted that he continues to make presentations to interested groups and stakeholders. CASA is working with AEP and others on non-point sources to find ways to initiate action and change behaviours. CASA will be slightly under budget for 2016.

In response to a question regarding CASA and AWC, Rick noted that the timing is good to look for further efficiencies, particular with respect to staffing. Gord Edwards, the AWC executive director, will be retiring in January. At the same time, CASA has a vacant position for a senior manager, while that position is occupied at AWC. Thus, there are opportunities to gain operating and structural efficiencies without affecting any individuals. Additional savings may be possible

in the areas of bookkeeping, IT, and other administration. The GoA would like to find administrative savings so those funds could be redirected to support project activity. If significant changes emerge before March, a teleconference may be needed to inform the board. The intent is to keep the two organizations separate with their own board and bylaws.

Keith reviewed finances for the year to date and the annual assessment of the wind-down fund. The CASA data warehouse is no longer a line item in the CASA budget but there may have been some expenses earlier in the year.

**Action 1.4: Keith Denman will determine when the contract for the CASA Data Warehouse ended and report back to the board.**

### **1.5 Core Budget for 2017**

Keith directed the board to the core budget and operational plan for 2017. He laid out the assumptions and reviewed the base operating costs. Activity is expected to pick up in 2017 and funds are available to hire one more project manager if needed. Most costs related to the move will be covered by GoA but some contingency is in the budget. Rick noted that GoA will continue to seek efficiencies for CASA and AWC and those will be reflected in both organizational budgets.

***Decision: The board approved the 2017 core operating budget.***

## 2 Strategic Planning

### **2.1 Government Mission Analysis**

Rick Blackwood provided an update on AEP's ongoing mission analysis work. Six themes have emerged and the executive team continues to define work in the lines of operation. He stressed that the GoA's agenda is aggressive and AEP is working to determine its engagement process with other players. A great deal of new work has been identified, and the management team realizes that trade-offs between these new priorities and historical activities will likely be needed. Deputy Ministers across ministries have held discussions to ensure that cross-ministry work is supported. Until the Minister endorses the overall plan, which is expected to happen in January, it can't be shared. The intent is that once this is approved, it will be revised annually as part of the business planning process. The Minister has been very supportive and helped ensure the expectations for how much work can be taken on are realistic.

#### Discussion

- It would be helpful if we could identify elements of potential synergy between the AEP mission analysis and the CASA 2.0 lists.
  - RB: AEP has been mindful of alignment as they discussed CASA 2.0.
- Will it be possible for AEP to leverage outside resources such as CASA to help with new tasks as appropriate? This could be valuable if a multi-stakeholder approach is needed.
  - RB: AEP is of this mindset and the cross-ministry table has been looking at it too.

### **2.2 CASA 2.0 Working Group**

Bill Calder and Peter Noble presented results from the CASA 2.0 working group. A more proactive process was needed to identify work for which CASA is well-positioned to take on.

They described the process used to identify, screen and winnow down 17 potential projects to three key areas:

- Municipalities
- Monitoring strategy and goals
- Relationships

They asked the board to consider if a) any key areas had been missed, and b) these were suitable areas for CASA to focus on. If the board agrees these are priority areas, we can work to more fully define the scope.

The following points were noted initially, with the discussion focusing on roles and relationships:

- The topic of relationships emerged through discussions on the Clearing the Air strategy and action plan, and discussions around AEMERA.
- It will be important to clearly define roles and responsibilities before looking at relationships so that everyone has the same understanding and same vocabulary when talking about how to work together. This might be done through a preliminary workshop organized by CASA. CASA could set the stage by stating how it views its current role and other roles rather than starting with a blank slate.
- AEP has a small group of systems designers, and before we develop a project charter, it may be useful to devote some time to understanding the system, which has changed since CASA was created. AEP could bring some resources to help with such a session. Airsheds do more than just monitor. We need to identify all the players and clarify roles and expectations, then work out resources. The Monitoring and Science Division in AEP is also still working things out. CASA's real strength is that it could be the multi-stakeholder voice on an issue, but the GoA needs to know when to use it.

The board considered the idea of developing a municipal environmental tool kit, which further touched on roles and responsibilities:

- Are municipalities asking for an environmental tool kit?
- Some municipalities might use it and others won't be interested. Some already work with their local airshed and some work with local industries too.
- Airsheds do have many things in common. In addition to monitoring, they undertake community outreach and work with other partners. Before it was retired, AEMERA and the Alberta Airsheds Council (AAC) developed a MOU with a number of tasks, including bringing more clarity to the respective roles.
- The tool kit is a good idea but we need a better understanding of roles first. The Federation of Canadian Municipalities is doing a lot of work on climate change and environment that could potentially be leveraged. Any product we might develop needs to clearly meet a need.
- It was stated that the Industry sector thinks the tool kit is a promising initiative and could add value.
- Revisions to the MGA could offer opportunities but more scoping is needed.

Before establishing working groups on the topics of a municipal tool kit or roles and responsibilities, the board agreed that CASA should first organize a workshop to get a better

understanding of the systems and players and their respective roles. CASA stakeholders and others would be invited to this session, including airsheds. Once the systems review is complete, CASA can revisit the idea of a municipal tool kit and develop more clarity about the scope and potential areas to cover.

**Action: The Secretariat will organize a systems workshop for Q1 of 2017.**

**Action: 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.**

The board then discussed the third potential topic, a working group on revisions to the Ambient Air Monitoring Strategy (AAMS) for Alberta.

- The systems mapping workshop will help with this topic too, to sort out policy from science and monitoring. But GoA may not be ready to pursue this topic yet. The cross-ministry group saw this as more of a dialogue than a project. We need to make sure we have the right information to make decisions.
- How air quality data comes in and how we analyze and use it to make decisions is relevant.
- The whole province is not covered by airsheds and air quality monitoring and it should be. Airsheds are also not uniform in what and how they measure.
- The new Air Monitoring Directive will address concerns about monitoring standards, technology and data reporting when the relevant chapters come into effect.
- Is this really CASA's job if the Monitoring and Science Division is responsible for monitoring, evaluation and reporting? The systems workshop should test and clarify.
- What is data evaluated and reported against? LUF outcomes? CAAQS? Other? There should also be some trend analysis.

The board agreed that more scoping and discussion are needed before work can be done on the AAMS, to clarify the reporting outcomes and the value that CASA could add. There is potential value in assembling relevant stakeholders to discuss with the Monitoring and Science Division changes that are needed in air monitoring and what questions should inform a revised strategy. Airsheds should be part of any workshop or meeting.

**Action: The Secretariat will circulate a call for board members to help scope out work to be engaged with the end users of air quality data to determine how their needs may best be met. This would include government, regulators and non-government users. .**

### 3 Strategic Planning Continued

#### 3.1 Ambient Air Quality Objective Committee

Laura Blair with AEP's Air Policy Branch provided brief context and background for the statement of opportunity to set up a committee to advise on establishing and revising Alberta's Ambient Air Quality Objectives. CASA has been involved in this work previously and would undertake the work plan for review of the prioritized ambient air quality objectives. The process would be based on the CASA model in that the goal is to reach consensus, but if that is not

possible, the Air Policy Branch will gather input from each person on the committee and make a decision.

***Decision: The board agreed by consensus to establish a CASA committee to undertake the work plan for review of the prioritized ambient air quality objectives and to charge the committee with completing the work plan by March 2020.***

**Action: Keith Denman will contact the board to identify members for the Ambient Air Quality Objectives Stakeholder Advisory Committee.**

#### 4 Related Decisions

##### **4.1 Airshed Endorsement Process**

Keith reviewed the history of how airsheds have been created and endorsed. CASA has endorsed all nine airsheds based on their having met specific criteria, and that endorsement has been a consideration in securing GoA funding for some of the airshed monitoring work. The AAC has asked CASA to allow it to assume responsibility for airshed endorsement, applying the same criteria that CASA has used to evaluate membership applications. CASA would continue to work with and support airsheds and encourage their participation on CASA teams as appropriate. Rick Blackwood indicated that AEP would abstain from this decision given the current internal discussions related to the Monitoring and Science Division.

##### Discussion

The following points emerged in discussion of this item:

- Airsheds have never been represented on the CASA board and CASA is not represented on the AAC. The relationship is an informal one, and could be part of the upcoming discussion on roles, relationships and responsibilities.
- Various NGOs belong to CASA but not AAC and thus would have no opportunity to examine an application in detail from a potential airshed. A better process would be for the AAC to review an application and then bring a recommendation to CASA for endorsement.
- Individual airshed boards do include a number of NGOs and public members. However, AAC bylaws specify that only existing airsheds can belong to the Council and airsheds are typically represented on AAC by their executive director. This request emerged because one organization will be receiving funds to monitor in its area and wanted to join AAC. AAC cannot represent them until they become a fully participating member. Their interest was not in actually becoming an airshed nor do they have to be one to secure the funds in question, but only airsheds can belong to AAC.
- It is not entirely clear if GoA funding is conditional on having received CASA's endorsement as an airshed. The understanding is that a proposed new airshed would cover a specific land base, and the Monitoring and Science Division would likely see a role for it in monitoring that area, so we need a better understanding of how these roles would mesh. We need to get clarity about roles and responsibilities and then we can consider the endorsement question.
- This is not necessarily a question about CASA wanting to retain its role in endorsing airsheds, but given the overall uncertainty around roles, we need more discussion with airsheds and with AEP's Monitoring and Science Division. The GoA gave CASA the

authority to endorse airsheds but many things have changed and we need to consider the best way to proceed.

**Action: Keith Denman and Karla Reesor will have discussions with the Monitoring and Science Division and with the AAC 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.**

#### **4.2 Three Year Strategic Review**

Keith noted that the executive committee thought it best to defer the scheduled 2017 three-year review until 2018 to allow the work associated with CASA 2.0 to get underway. A review at that time would be more thorough and useful in light of those activities.

***Decision: The board agreed to defer the scheduled 2017 three year review until 2018.***

### 5 Project and Committee Updates

#### **5.1 Non-Point Source Project Team Update**

Jim Hackett and Bill Calder presented an update on the Non-Point Source (NPS) Project Team, reviewing the work to date, project objectives and timelines. The timeline is aggressive and work is now underway on the team's report. The Technical Task Group (TTG) has done a great deal to document understanding of the various sources based on available data and information. The TTG produced a report and identified a number of shortcomings in what we know about NPS. They also recommended a list of eight non-point sources for the team to consider in more detail, focusing on areas where the CAAQS are being exceeded. The team applied various filters and refined the list to five sources: transportation, residential wood burning, prescribed burning, agricultural emissions, and VOCs and gasoline distribution. The team has prepared a communications strategy designed to raise awareness about NPS and communicate the impacts as well as the team's findings. Select stakeholders will be asked to help develop recommendations. The team will present its draft recommendations to the board at the March 2017 meeting, with a deadline of fall 2017 for completion of the project.

#### Discussion

- Prescribed burning has been an issue in the Lower Athabasca Region but it is also a major tool in the Eastern Slopes as timber harvesting is phased out, and is thus likely to increase.
- In winnowing the list to five, the team considered what was causing the problem and whether the source was covered by other initiatives and actions. If it is being addressed elsewhere, it was not a focus for the team. The team focused on the CAAQS, noting that road dust is a big issue in many areas and could be looked at in the future; it was not viewed as a priority right now.
- Transportation is a big source that has a lot to do with the design of roads and cities, which we don't have control over. This also relates to the CLP and CASA may be able to lay some groundwork so that when the CLP is reviewed, there would be a basis for some new policy.
- Control of road dust could be an area to look at in a municipal tool kit.

- The TTG members contributed a great deal of in-kind time to complete its work, for which they are to be commended. Members were knowledgeable in the areas being examined and did engage non-team members as needed. However, CASA teams need to consider whether their work could benefit from outside expertise to enhance credibility.

## **5.2 Communications Committee Update**

Cara McInnis provided a short update on the work of the Communications Committee and the website enhancements that have been made to improve access and navigation. The new site went live last week and minor issues are being addressed. She led the board through the log-in process, noting pages that directors have specific access to. Pages will also be set up to facilitate sharing of information for project teams. The site is mobile friendly so can be accessed by phone. It may be possible to set up “read-only” sections for each caucus.

## 6 New/Other Business

### **6.1 New/Other Business**

Options for video conferencing for CASA board meetings are being examined. This capacity exists at McDougall Centre and for the federal building, but more information is needed. Rick Blackwood is investigating this option and will report back on his findings.

### **6.2 Update Board Mailing and Membership Lists**

Board members were asked to confirm their information is accurate and advise the secretariat of any errors.

### **6.3 2017 Board Meeting Dates**

Meeting dates for 2017 were determined by polling board members prior to this meeting, and four dates were identified. The June 15 date in Calgary conflicts with the Water Council, so the CASA board agreed to shift to June 14. However, McDougall Centre may not be available. ATCO may be able to host and Keith is working with Jim Hackett to sort out details.

The schedule of meetings for 2017 is as follows:

- March 15 in Edmonton
- June 14 in Calgary, location TBA
- September 13 in Edmonton
- December 13 in Calgary

### **6.4 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 2:45 p.m.

The next CASA board meeting will be March 15, 2017 in Edmonton.

## Action Items

Action items	Meeting	Due
<p><b>3.1 – CASA Priorities – IRMS Roadmap</b>            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.</p>	June 17, 2015	On hold
<p><b>2.1 – State of the Air discussion</b>            The Secretariat will organize a meeting or workshop with board members and others once the climate change report is released.</p>	Sept. 17, 2015	
<p><b>2.2 – CASA 2.0</b>            The Secretariat will organize a systems workshop for Q1 of 2017.</p>	Dec. 8, 2016	
<p><b>2.2 – CASA 2.0</b>            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.</p>	Dec. 8, 2016	
<p><b>2.2 – CASA 2.0</b>            The Secretariat will circulate a call for board members to help scope out work to be done on the AAMS topic, including how air quality data is used.</p>	Dec. 8, 2016	
<p><b>3.1 - Ambient Air Quality Objectives Committee</b>            Keith Denman will contact the board to identify members for the Ambient Air Quality Objectives Stakeholder Advisory Committee.</p>	Dec. 8, 2016	
<p><b>4.1 – Airshed Endorsement</b>            Keith Denman and Karla Reesor will have discussions with the Science and Monitoring Division and with the AAC 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.</p>	Dec. 8, 2016	