

Memorandum



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Date: November 24, 2016
From: Keith Denman, Executive Director
To: CASA Directors & Alternates
Subject: CASA Board Meeting – December 8, 2016

Attached are the draft agenda and briefing materials for the next meeting of the CASA Board of Directors, which is scheduled from **9:30am to 3:30pm** on Thursday, December 8, 2016. The Caucus meetings will be held from **8:30am to 9:30am**. The meeting will be held at:

**McDougall Centre
Rosebud Room
455 6 St SW Calgary, AB T2P 4A2**

CAUCUS MEETINGS

- **Industry Caucus – Siksika Room**
- **ENGO Caucus – Lougheed 1 Room**
- **Government Caucus – Rosebud Room**

We look forward to seeing you at the meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith Denman", written in a cursive style.

Keith Denman
(780) 919-6508

**Clean Air Strategic Alliance
McDougall Centre
Rosebud Room
455 6 St SW Calgary, AB T2P 4A2
December 8, 2016**

Agenda

8:30 – 9:30

CAUCUS MEETINGS

**Industry Caucus – Siksika Room
ENGO Caucus – Lougheed 1 Room
Government Caucus – Rosebud Room**

1.0 ADMINISTRATION PART

1

9:30 – 10:15
(45min)

1.1 Convene Business Meeting and Approve Agenda

Objective: Convene business meeting and approve agenda.

1.2 Minutes & Action Items from June 15, 2016 Board Meeting & Confirm Industry Vice-President

Objective: Approve minutes and review the action items from the June 15, 2016 board meeting. Confirm Peter Noble's term as Industry Vice-President for two years.

1.3 New Representatives

Objective: Introduce and welcome new CASA board representatives.

1. Greg Moffatt
2. Wade Clark
3. Steve Tkalcic

1.4 Executive Director's Report/Financial Statements

Objective: Receive a report on secretariat activities and income and expense statements.

1.5 Core Budget for 2017

Objective: Approve the proposed budget for 2017

2.0 STRATEGIC PLANNING

2

10:15 – 10:30
(15min)

2.1 Government Mission Analysis

Objective: Receive an update on the Government Mission Analysis

10:30 – 10:45
(15min)

BREAK

10:45 – 12:15
(1hr 30min)

2.2 CASA 2.0 Working Group

Objective:

1. Receive an update on the CASA 2.0 Working Group
2. Decision Sheets

12:15 – 1:15
(1hr)

LUNCH

3.0 STRATEGIC PLANNING CONTINUED

- 1:15 – 1:35
(20min) **3.1 Ambient Air Quality Objective Committee**
Objective: Provide support to Ambient Air Quality Objective setting process

4.0 RELATED DECISIONS

4

- 1:35-1:50
(15min) **4.1 Airshed Endorsement Process**
Objective: Discuss the current Airshed Endorsement process and how it should be continued moving forward.

- 1:50-1:55
(5min) **4.2 3 Year Strategic Review**
Objective: Make a decision on CASA's upcoming 3 year strategic review

5.0 PROJECT AND COMMITTEE UPDATES

5

- 1:55-2:40
(45min) **5.1 Non-Point Source Project Team Update**
Objective: Receive and update from the NPS Committee
- AAC/AEP/CASA NPS Workshop

- 2:40 – 2:55
(15min.) **5.2 Communications Committee Update**
Objective: Receive an update from the Communications Committee

6.0 NEW/OTHER BUSINESS

6

- 2:55 – 3:10
(15min) **6.1 New/Other Business**
Objective: Introduce new business and/or complete any unfinished business of the day.

- 6.2 Updated Board Mailing and Membership Lists**
Objective: Provide up-to-date information on CASA board members.

- 6.3 Project Team & Committee Membership Lists**
Objective: Provide a current list of members on project teams and committees.

- 6.4 Evaluation Forms**
Objective: Provide time for board members to fill out their evaluation forms.

- 6.5 2017 Board Meetings TBD.**
Objective: Confirm meeting dates for 2017.

The following dates have been picked electronically:

Wednesday March 15th – Edmonton

Thursday June 15th – Calgary

Wednesday September 13th – Edmonton

Wednesday December 13 – Calgary

CASA Board of Directors Meeting
June 15, 2016, Calgary, Alberta

In attendance:

CASA Board Members and Alternates:

Bill Calder, NGO Urban	Peter Noble, Petroleum Products
Brian Ahearn, Petroleum Products	Rich Smith, Agriculture
Carolyn Kolebaba, Local Government-Rural	Rick Blackwood, Provincial Government- Environment
Cheryl Baraniecki, Federal Government	Rob Beleutz, Mining
Chris Severson-Baker, NGO Industrial	Ruth Yanor, NGO Industrial
Claude Chamberland, Oil and Gas Large Producers	Scott Wilson, NGO, Consumer
David Lawlor, Alternate Energy	Terry Rowat, Chemical Manufacturers
David Spink, NGO Urban	Keith Denman, CASA Executive Director
Jim Hackett, Utilities	
Leigh Allard, NGO Health	

CASA Secretariat:

Amanda Stuparyk, Cara McInnis, Warren Greeves, Kim Sanderson (contractor)

Guests:

Brian Free, Alberta Environment and Parks

Presenters:

Keith Denman, *Executive Director's Report and Financial Statements (Item 2.3), Overview of Current Strategic Plan (3.1)*

Rick Blackwood, *Update on AEMERA (Item 2.6); Future CASA Work (Item 3.2);*

Gary Redmond, *Update on AAC (Item 2.7)*

Alison Miller, *Non-Point Source Project Team (Item 4.1)*

Martina Krieger and Ruth Yanor, *Performance Measures Committee (Item 4.3)*

Cara McInnis, *Communications Committee (Item 4.4)*

Cheryl Baraniecki, *Climate Change Update (Item 4.6)*

Regrets:

Ahmed Idriss, Utilities	Holly Johnson-Rattlesnake, Aboriginal Government-First Nations
Andre Corbould, Provincial Government- Environment	Humphrey Banack, Agriculture
Ann Baran, NGO Rural	Keith Murray, Forestry
Brian Gilliland, Forestry	Koray Önder, Oil and Gas Large Producers
Dan Hall, Chemical Manufacturers	Linda Mattern, Provincial Government-Health
Dan Thillman, Mining	Martin Van Olst, Federal Government
Dawn Friesen, Provincial Government-Health	Mary Onukem, Aboriginal Government-Métis
Doug Lammie, Provincial Government-Energy	Wade Clark, Provincial Government-Energy

**Clean Air Strategic Alliance
Board of Directors Meeting
June 15, 2016**

Executive Summary

Doug Lammie and Wade Clark will be joining the CASA board as director and alternate respectively from Alberta Energy, although neither was able to attend this meeting. Peter Noble will be the new Industry Vice President, replacing David Lawlor who was recognized for his years of service to CASA.

The board considered the discussions that have occurred regarding potential synergies and collaboration between CASA and the Alberta Water Council (AWC). Although CASA and AWC do not fall under the GoA's review of agencies, boards and commissions, it is likely they will be examined through the same lens. The GoA is looking very closely at how its grants are allocated, which means efficiencies are essential and a compelling case must be made regarding the value CASA provides. A new budget cycle will start in September, which is when discussions about funding will begin in earnest, but a decision will not be made then. The executives from both organizations will meet over the summer to develop scenarios; an update will be provided at the September board meeting.

The board examined opportunities for future CASA work with the intent of aligning this work with the Clean Air Strategy (CAS). The board agreed to establish a working group that will meet in July to review the CAS and identify potential new CASA projects. The group will provide an update at the September board meeting and a final report for the December meeting.

Other board decisions included approval of:

- the final report of the Performance Measures Review Working Group and the proposed changes to the Performance Measurement Strategy
- the 2015 Performance Measures Committee report
- the 2015 CASA Annual Report, with the addition of text pertaining to the Electricity Framework Review

Updates were provided on the Alberta Airsheds Council and the transition of AEMERA to the new Science and Monitoring Division in Alberta Environment and Parks. The new division will be led by Dr. Fred Wrona. Environment and Climate Change Canada also provided an update on work to develop a pan-Canadian Climate Change Framework to meet the Paris commitments.

With respect to CASA projects, the Non-Point Source Project Team has established a Technical Task Group which is making excellent progress and expects to complete its work for September. An update was provided by the Communications Committee which has been active in a number of areas, including the recent Clean Air Day event. A progress report on the CASA Strategic Plan was also presented to the board.

The next CASA board meeting will be September 22, 2016 in Edmonton.

**Clean Air Strategic Alliance
Board of Directors Meeting
June 15, 2016**

Minutes

David Lawlor convened the meeting at 10:18 a.m., immediately following the 2016 Annual General Meeting (noted separately as agenda item 1).

2. Administration

2.1 Approve Agenda

To accommodate presenters' schedules, the Alberta Airsheds Council update was moved to immediately following Item 2.2, but the original agenda order is maintained in these minutes.

2.2 Minutes and Board Action Items from March 24, 2016 Meeting

The minutes of the March 24, 2016 meeting were approved as distributed.

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.	September 17, 2015	This discussion has not yet taken place. This may be addressed when the GoA provides the climate change update to the board.
2.2 – Communications Committee Directors and alternates will check with their organizations regarding activities planned for Clean Air Day 2016 and advise Cara McInnis by May 13 th .	March 24, 2016	Completed

2.3 Executive Director's Report and Financial Statements

Keith Denman presented a short overview of his executive director's report and financial statements, and directed the board to the detailed report in the briefing book. He continues to accept invitations to share components of CASA work with various audiences, particularly those interested in the odour management guide.

A board member enquired about the status of the work on potential synergies with the Alberta Water Council (AWC). The two executives met in January and prepared a short briefing note that outlined possible areas of increased collaboration to improve efficiencies. Examples include sharing space and services. Because CASA and AWC are independent entities, decisions about such matters would need to go through both boards.

Rick Blackwood advised that the Government of Alberta (GoA) continues to hold the view that improved efficiencies are possible and the time is right to look at opportunities, given the very lean fiscal situation of the GoA. He noted that Alberta Environment and Parks (AEP) new Deputy Minister strongly supports this approach and it will be on the radar for the new Deputy in Alberta Energy as well. Alberta Infrastructure has indicated that the space now occupied by the CASA office is needed for other purposes and CASA will have to move in about 18 months. The AWC space in Petroleum Plaza can likely accommodate both organizations. CASA and AWC do not fall under the GoA's review of agencies, boards and commissions, but are expected to be looked at through the same lens. The circumstances in place when both organizations were created have changed. The GoA is looking very closely at how its grants are allocated, which means improved efficiencies are essential and a compelling case must be made regarding the value CASA provides. It is possible the Auditor General will examine both CASA and AWC at some future date and ask the same questions. A new budgeting cycle will start in September, when discussions about funding will begin in earnest, but a decision on grants will not be made until a later date.

The following points emerged in the brief board discussion of this matter:

- The GoA is discussing the status of the Integrated Resource Management System and it would be helpful if any of that process and content could be shared. Having more insight into IRMS would help clarify the potential value of the two organizations. As well, with AEMERA moving back to AEP, new opportunities for potential CASA involvement may emerge once the pieces are in place.

Action: Rick Blackwood will inquire as to how widely GoA discussions related to the IRMS can be shared and report back in September (or earlier in writing if possible) on the state of those discussions.

- While the CASA board needs to look at opportunities for synergy now, additional opportunities could emerge from discussions around climate change and other issues.
- Opportunities to more actively involve Alberta Health, especially with respect to funding, could also be explored as this department has a role for both CASA and AWC.
- CASA caucuses will want to discuss this with their counterparts on the AWC. It would help these discussions to have clarity about the range and detail of options under consideration. Possibilities range from sharing office space to fully integrating the two organizations, with some options in between.
- The GoA has acknowledged there is a gap when it comes to organizations focused on land and biodiversity, and whether a new table is needed or if there is another way to create a forum for these discussions. Convergence of air and water policy in climate change adaptation planning was identified as a potential area of common interest for the two organizations.
- This process provides an opportunity to revitalize CASA and find ways to better integrate how air and water issues are managed.
- If any meetings are planned with ministers, it would be advisable for executive or other designated sector members to attend along with the executive director.

Action: 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 boards of both organizations for discussion and feedback in preparation for the GoA budget discussions in September.

2.4 Industry Executive Committee Membership

The industry caucus agreed that Peter Noble will be its new representative on the CASA executive committee. The board thanked outgoing representative David Lawlor for his years of service to CASA and congratulated Peter for taking on this new duty.

Decision: The board agreed by consensus that Peter Noble will serve as Industry Vice President on the CASA executive committee, for a one-year term until June 2017.

(NOTE: After the meeting it was realized that the bylaw that referred to an initial one-year term for vice presidents was only referring to the initial start-up of the Executive when CASA was established as a Society, and was intended to stagger the terms. It does not apply to this situation. A clarifying decision will be put on the agenda for the September meeting.)

2.5 New Representatives

Doug Lammie and Wade Clark were named by Alberta Energy as director and alternate respectively for that sector. Doug is ADM of Resource Development Policy and Wade is Executive Director of Resource Land Access.

2.6 AEMERA Update

Rick Blackwood advised that Dr. Fred Wrona will lead the new Monitoring and Science Division being created in AEP with the movement of AEMERA into the department. He will serve as chief scientist, and AEP is now working to ensure that the new division is properly staffed, aligned and able to fulfill its new mandate of ensuring sound credible science and reporting of environmental monitoring results to the public. June 30 is the target date for enacting the new legislation (Bill 18) that dissolves AEMERA and transitions the role back to the GoA. The science advisory panel required under Bill 18 was already established under AEMERA and will now report directly to the minister. The Bill also requires establishment of an indigenous wisdom advisory panel to help bridge traditional ecological knowledge and western science. Finally, work is well advanced on a framework agreement with Environment and Climate Change Canada on the future of the Joint Oil Sands Monitoring (JOSM) program to ensure roles are clear and well understood.

The following points were noted in discussing this item:

- Discussions have not yet begun on evaluating and reporting on the state of the air as efforts have focused on the organizational transition and associated work.
- AEMERA had several component advisory committees. The expectation is that this approach will continue to assure ongoing and meaningful engagement and dialogue with stakeholders, airsheds and others, including indigenous people.

2.7 Alberta Airsheds Council (AAC) Update

Gary Redmond reviewed the purpose and location of the nine existing airsheds represented by the AAC. AAC and AEMERA signed an MOU laying out roles and responsibilities, but shortly after, AEMERA was disbanded. The MOU nevertheless sets out a path forward for cooperation with AEP's new Monitoring and Science Division after June 30th when AEMERA duties become part of AEP. He summarized recent activities:

- Two new AQHI stations were established in Gibbons and in St. Albert.
- AAC promoted Clean Air Day across Alberta, working with CASA and others.
- Clean Air Responsible Schools program: The Calgary Region Airshed Zone and AAC are working with Inside Education and schools to do teacher training and classroom education on air quality. Several airsheds are regularly in schools doing outreach. The schools have done some videos and Gary offered to forward information on how to access these videos to the Secretariat for distribution to the board.
- Some airsheds have been actively involved in developing PM response plans.
- AAC is involved with CASA's Non-Point Source Project Team.

Q: Does the AAC refer to CASA's 2009 Ambient Monitoring Strategic Plan (AMSP) and its recommendations to decide where monitoring should be done?

Gary Redmond (GR): The AAC has not looked at a provincial approach. Each airshed has specific requirements with AEP to do certain things, but we probably should be more mindful of the provincial plan in identifying gaps.

Comment: The executive met with AEMERA and suggested reviewing the AMSP as had been scheduled for 2014. The AEMERA Executive did not want to proceed with a review. The new structure and staff may be more open to a review.

Q: When something is triggered under an air management regional plan, what role do airsheds play; e.g., when a CAAQS is triggered?

GR: It is the responsibility of AEP to initiate and facilitate a response when levels are exceeded. The airshed's role is to undertake the necessary monitoring.

3. Strategic Planning

3.1 Overview of Current Strategic Plan

Keith Denman presented a brief overview of CASA's current strategic plan. He reviewed the four goals and actions under each one, with an assessment of the progress from 2013 to 2015.

3.2 Future CASA Work

Rick Blackwood set the context for this discussion. GoA departments with links to CASA are supportive of the approach described in the short document, "CASA's Potential: Clean Air Strategy and the Current Context." He noted a key difference between CASA and the AWC: AWC and the Watershed Planning and Advisory Councils have the Water for Life strategy as a guiding document, while the direction for CASA from the Clean Air Strategy (CAS) is not as clear. CASA has already done a lot of very good work on some difficult air issues; to develop future direction, it would be useful to review the CAS and consider who is the right agency to

deliver on some of the key needs; it may or may not be CASA for all areas. The Climate Leadership Plan is a GoA priority and synergy needs to happen with the climate file and the air file. The Alberta Climate Change Office (ACCO) now has more structure and clarity of role. CASA needs to connect with them and identify areas of mutual interest. AEP is also in discussions with the federal government regarding CAAQS standards for NO_x, SO_x and other substances. However, for now it would likely be best for CASA to not spread itself too thin and to focus on a key role and deliverables.

Board members discussed how to identify future CASA work, noting the following points:

- Despite scepticism about the CAS, this piece is well-framed, focusing less on the CAS and more on other major pieces and opportunities. The short time frame is also appropriate. The product would be not just changes to the CAS, but a look at synergies and gaps in the overall air quality management system and interactions with climate change initiatives. Some involvement from the ACCO is needed. Documenting air quality and climate change impacts and how to increase health benefits from specific actions has to be part of the discussion.
- Non-point sources were a key part of the CAS and we are taking action there. Linking CASA to the CAS is a good idea. There are many things CASA could do, but GoA has not brought any of them to CASA. An air quality management framework in the context of regional plans and the *Alberta Land Stewardship Act* has been discussed. CASA could potentially produce a template that all land use management regions could follow in developing their frameworks.
- Alberta has discretion to implement the AQMS as it wishes at the macro level. CASA could consider how this could apply in a provincial context.
- The original PM and Ozone Framework was a CASA document; we could do similar frameworks for NO₂ and SO₂ as the CAAQS are expanded to include standards on those emissions.
- If a working group is established for this project, a charter and other details are not necessary as this work needs to be completed by November in advance of the December board meeting.

Decision: The board agreed by consensus to establish a working group that will meet in July (after July 18) to review the CAS and identify potential new CASA projects. The group will provide an update to the September board meeting and final report at the December meeting.

Action: 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.

4 Project Management

4.1 Non-Point Source Project Team

Alison Miller presented an update on the work of the Non-Point Source Project Team. The team is providing quarterly updates to the board on progress on its objectives. The Technical Task Group is well underway in its work to collect, compile and synthesize data including emissions inventory, modelling and monitoring information and to identify priority non-point source

emissions for the project team. To date the task group has identified mobile sources (on- and off-road) and industrial VOC fugitive emissions for the team's consideration. No new modelling is being conducted; rather the team is leveraging modelling work and other information already available. The team is developing a common understanding of where non-point source emissions are coming from and is seeing differences between urban and rural areas. They are looking for areas where quick action can be taken while still considering other important sources.

The team is developing and discussing a strategy and action plan for communicating its work to targeted stakeholders. It has developed a survey and used a team member's online panel of several thousand respondents to gather general information on the state of knowledge of air quality and non-point sources in Alberta. None of the project budget has yet been spent as team members and the task group members have done a large amount of the work themselves. The project team has agreed to a small contract of up to \$10,000 for an editor to finalize the technical report from the Task Group by the end of September (the members will draft the initial report themselves); the board will receive an update at the September meeting. While the team is unsure of funding requirements for the rest of the project objectives, it believes it has all necessary funding to complete Objective #1, which was originally budgeted at \$100,000. Much of the initial work has focused on secondary PM_{2.5}. Transportation is part of the challenge and the team is in the early stages of determining how to deal with mobile source emissions. Federal and provincial initiatives are expected to reduce industrial fugitive VOC emissions, but the team wants to focus on specific areas that are not being addressed by any policy on fugitive emissions.

Board members had a chance to provide comments on this work.

- Vehicles are available in Alberta that meet California emission standards but often do not work well under cold weather conditions. The team should consider reaching out to applicable and affected organizations or associations such as the Alberta Trucking Association to get them engaged. The team is identifying key target organizations and associations as work progresses.
- As part of the communications strategy, this project presents an opportunity to raise the profile of CASA and credit the GoA for its participation by coordinating with the minister's office to update her on the CASA Non-Point Source project work as a positive useful response to non-point source emissions. This could also be linked with the PM response plan for the Red Deer region announced in May.
- The non-point source work should be included as part of the CASA highlights package in the overall conversations with the GoA.

4.2 Performance Measures Review Working Group

The board was referred to the Working Group's final report in the briefing package. This work was formally presented at the last meeting and the board is being asked to approve the report and the proposed changes to the Performance Measurement Strategy.

Decision: The board approved the final report of the Performance Measures Working Group and the proposed changes to the Performance Measurement Strategy.

4.3 Performance Measures Committee (PMC)

In addition to calculating CASA's performance measures and indicators, the committee also followed up on four low-rated recommendations from previous years and requested board guidance on next steps. Martina Krieger and Ruth Yanor described these recommendations along with the advice and rationale from the PMC.

1. Recommendation 3 from the Acidifying Emissions Management Implementation Team (2002), which proposed an evaluation of the acidifying emissions management system every two to three years. The Acid Deposition Framework is reviewed every five years. The board agreed that these two reviews should be aligned on a five-year schedule.

2. Recommendation 1 from the Renewable and Alternative Energy Project Team (2007) regarding the establishment by the GoA of a policy framework to increase the supply and demand of renewable and alternative electrical energy in Alberta. Board members noted that there are clear connections between this work and the Climate Leadership Plan. The board concurred that the Climate Leadership Plan meets the intent of the recommendation, and agreed to close the recommendation.

3. Recommendation 18 from the Ambient Monitoring Strategic Planning Project Team (2009) regarding passive air monitoring networks in Alberta. The board noted that passive monitoring is a high priority for AEP's new Science and Monitoring Division. The board recognized the transition from AEMERA to the new division and agreed to keep this recommendation on the monitoring list for another year.

4. Recommendation 26 from the Ambient Monitoring Strategic Planning Project Team (2009) regarding development of a comprehensive GIS-based provincial inventory of relevant emission sources that influence provincial air quality. Although progress has been made with emissions inventories, it is still of widespread interest to have a common provincial database. The board agreed to continue monitoring implementation of this recommendation.

The PMC recommended that Recommendation 7 from the 2008 Electricity Framework Review (2010) continue to be monitored and the board accepted this advice.

The PMC's final report, including three recommendations, was included in the briefing book.

Decision: The board approved the 2015 Performance Measures Committee report by consensus.

4.4 Communications Committee

Cara McInnis provided a short update on the work of the Communications Committee with reference to the status sheet in the board book.

4.5 2015 Annual Report

Keith Denman directed the board to the text of the 2015 annual report in the briefing book. Similar to last year, the report will be distributed electronically with very few hard copies printed. A board member pointed out that some noteworthy items were omitted with respect to

the Electricity Framework Review on page 11. The following text will be added to that section, from the report prepared by the team and previously approved by the board:

It is important to note that since the team did not reach a consensus on the need to review and/or adjust the Alberta framework, the matter was referred to the Government of Alberta to provide guidance advice, as appropriate. A final decision from the Government of Alberta on a full review of the framework is still pending and that decision may require a review of any foregoing provisional agreements.

Decision: The CASA board approved the 2015 annual report with the addition of the paragraph on the Electricity Framework.

4.6 Climate Change Update

Cheryl Baraniecki provided an update from Environment and Climate Change Canada noting that considerable work is underway to develop a pan-Canadian climate change framework following the March 3rd Vancouver Declaration. Canada will develop the framework in a collaborative manner to meet the commitments made in Paris and the 2030 targets. It will focus on four areas: adaptation and climate resilience, mitigation, carbon pricing, and climate technology innovation. Environment ministers will review potential ideas being developed by working groups and this will be followed by another meeting of first ministers in the early fall. Indigenous and other stakeholders including the general public will be engaged through a climate change web portal, which will also include a children's section. Cheryl offered to provide an email with these links to the secretariat for distribution to the board. These issues are also being examined in the context of a Canadian energy strategy.

No provincial update on climate change was available.

5. New/Other Business

5.1 New/Other Business

On behalf of the board and staff, Keith Denman and Rick Blackwood formally thanked David Lawlor and Martina Krieger for their service to CASA, presented them with certificates and gifts of appreciation.

5.2 Update Board Mailing and Membership Lists

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

5.3 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 3:05 p.m.

The next CASA board meeting will be September 22, 2016 in Edmonton.

Action Items

Action items	Meeting	Status
<p>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.</p>	June 17, 2015	On hold
<p>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.</p>	September 17, 2015	This discussion has not yet taken place. This may be addressed when the GoA provides the climate change update to the board.
<p>2.3 – Executive Director’s Report Rick Blackwood will inquire as to how widely GoA discussions related to the IRMS can be shared and report back in September (or earlier in writing if possible) on the state of those discussions.</p>	June 15, 2016	
<p>2.3 – Executive Director’s Report 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 boards of both organizations for discussion and feedback in preparation for the GoA budget discussions in September.</p>	June 15, 2016	
<p>3.2 – Future CASA Work 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.</p>	June 15, 2016	

Action Items

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<p>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.</p>	June 17, 2015	On hold
<p>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.</p>	September 17, 2015	This discussion has not yet taken place. This may be addressed when the GoA provides the climate change update to the board.
<p>2.3 – Executive Director’s Report^[KS1] Rick Blackwood will inquire as to how widely GoA discussions related to the IRMS can be shared.</p>	June 15, 2016	
<p>2.3 – Executive Director’s Report The CASA and AWC executives will meet jointly in the next month or so to develop two or three potential synergy scenarios and identify associated advantages and disadvantages. This material will be shared with the boards of both organizations for discussion and feedback prior to the GoA budget discussions in September^[KS2].</p>	June 15, 2016	
<p>3.2 – Future CASA Work 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^[KS3].</p>	June 15, 2016	

DECISION SHEET

ITEM: 1.2 Clarification of Term of Office – CASA Vice President

ISSUE: Confirm Peter Noble's term as Industry Vice-President for two years.

BACKGROUND: At the June 2016 Board meeting, at which Peter Noble was confirmed as the CASA Industry Vice-President, the issue was raised that the bylaws provide for an initial one year term. Based on this, the decision made was to appoint Peter to a one year term. Subsequent to the meeting a closer reading of the bylaws indicated that the initial one year term applied only to the initial Executive Committee and was intended to establish a staggered system to avoid the entire Executive changing at once. This decision is to affirm that the term will in fact be for two years, from June 2016 until June 2018.

The relevant section of the bylaws reads as follows:

6.03 VICE-PRESIDENT. Each Vice-President shall be a director, and shall have such duties and powers as the directors may specify and delegate. During the absence or inability of the President, his/her duties and powers shall be exercised by a Vice-President. The initial appointments for Vice President shall specify that one Vice-President's term of office shall be one (1) year and the other Vice-Presidents' term of office shall be two (2) years, thereafter, the Vice-President's term of office shall be two (2) years.

DECISION: Confirm Peter Noble's appointment as Industry Vice-President until June 2018.

INFORMATION SHEET

ITEM: 1.3 New Representatives

ISSUE: One new director has been chosen by their respective member organization as a representative on the CASA board.

STATUS: Wade Clark
Greg Moffatt
Steve Tkalcic

ATTACHMENTS: A – Greg Moffatt
Biographies of Wade Clark and Steve Tkalcic currently unavailable.

GREG MOFFATT

DIRECTOR, GOVERNMENT AND STAKEHOLDER RELATIONS - WESTERN CANADA
CHEMISTRY INDUSTRY ASSOCIATION OF CANADA (CIAC)



Greg joined CIAC in July 2016 and is responsible for government and stakeholder relations for B.C. and Alberta. Prior to joining CIAC, Greg held positions with Penn West, TransCanada, the University of Alberta, CN and the Government of Alberta. He has worked extensively in all four western provinces, at the federal level, and in a number of U.S. states. Greg has also worked with a number of associations at the committee level, including the Canadian Electricity Association and the Canadian Association of Petroleum Producers. He holds a Executive MBA from the University of Alberta and BA in Political Science from the University of Calgary.

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Executive Director's Report for December 2016

Overall comments

The fall has been busy at CASA, with the departure of both of our Project Managers for other positions and with the Non-Point Source and "CASA 2.0" teams running at full tilt. We have managed to keep the teams on time and on track, thanks to a lot of hard work by stakeholders, co-chairs, contracted assistance and the hiring of our new Project Manager. An update from the Non-Point Source Team and a report from the CASA 2.0 group on new work for CASA are on the Agenda for the Board meeting.

I continue to participate in a variety of meetings on behalf of CASA and have been invited to provide training on Interest-based negotiation in a number of fora. These meetings and training have included the following:

- The Alberta Energy Regulator's Multi-Stakeholder Engagement Advisory Committee
- The Alberta Airshed Council
- Synergy Alberta's Board meeting and their Annual Conference
- Meetings of the Peace Air Shed Zone Association, the Parkland Airshed Management Zone and the Alberta Capital Airshed.
- Ongoing meetings have taken place with Gord Edwards and André Asselin from the Alberta Water Council to discuss possible synergies between the organizations as well as discuss the upcoming move into shared space in South Petroleum Plaza. The executives of the two organizations have also met.
- I have participated in events organized by the Chemistry Association and by the Canadian Fuels Association.

We remain within budget, and are awaiting word on our 2017 funding.

Staffing

We have hired a new Project Manager, Katie Duffett. Katie brings a great deal of experience in both air quality policy and in managing multi-stakeholder processes. Her previous work includes several years as the Project Manager for the Cumulative Environmental Management Association's Air Working Group. She will be stepping in to work with the Non-Point Source Project Team. Matt Dance will work with her for a couple of meetings to ease the transition.

We are also looking forward to the return of Sarah Hanlon from her maternity leave, which we anticipate early in the new year. We are intending to shift the focus of her work into Project Management. She will also be assisting in tracking and handling much of the logistics around CASA's move to our new location. As you will note in the budget documents, we have also allowed for the addition of an additional Project Manager in June if the workload requires it. The roll out of the potential identified in the "CASA 2.0" work will be key knowing the staffing needs.



Finances

As you will note from the attached financial statements, we are well within budgeted numbers for this year. This reflects a few things, primarily the number of project teams and a lower number of staff during the last few months. Our hope is that 2017 will see an increased level of activity resulting from the CASA 2.0 team's work, and we have budgeted for next year accordingly. We continue to be optimistic that we will finish 2016 well within budget. A document has been attached to the draft 2017 budget that outlines the assumptions that were made in preparing it. You will also find a review of the CASA wind-down fund, which remains in good shape.

Move to South Petroleum Plaza

As many of you will be aware, the provincial government has given up its lease on the Centre West building, where CASA has been based for 14 years. We will be moving to the 14th floor of South Petroleum Plaza, where we will be sharing space with the Alberta Water Council. We are unclear as to the timing of this move – it could be anywhere between December 2016 and July 2017. We hope to have a reasonable amount of advance notice. We have looked at the space and at the changes that will be needed to permit both groups to share the space and I believe it will be quite manageable. The provincial government is covering the bulk of the direct costs related to the move but we have set aside funds in the budget to cover the expenses that are inevitably required.

Committees of the Board

Communications Committee

The communications committee has had a number of changes in its membership, due in part to changes in the employment and commitments of its members, and has not been able to find a meeting time when enough members are available despite several attempts. It hopes to meet early in 2017 to review the results of 2016's Communications Plan and set out priorities and a plan for 2017. The new website, which should be much more user friendly for staff and stakeholders, should be running about the time of the board meeting. If possible a look at the new website will be offered at the meeting.

Performance Measures Committee

The Performance Measures Committee will be meeting in the new year to begin compiling the results from 2016 based on the new framework that was agreed to at our June Board meeting.

Project Updates

Non-Point Source Air Emissions

I am happy to report that the Non-Point Source team's work is well underway. The Technical Task Team has done a deep dive into the data available in the province and produced a substantial report on the sources and state of ozone and PM 2.5 in the province. They are to be particularly commended on the amount of work that they have put in to produce this report for minimal cost. They have also identified



additional data and analysis that will be helpful for ongoing work. There has been some initial work done on transportation emissions, and the main project team will be moving forward in its work. A written update can be found in the Board material and an update will be available at the Board meeting. This work is linked to the management action that will be needed to reduce the PM_{2.5} levels below the Canadian Ambient Air Quality Standards (CAAQS) in those parts of the province where there are exceedances or levels approaching exceedances.

Strategic Planning

“CASA 2.0”

The focus for CASA's strategic, risk management and business planning processes has been on the CASA 2.0 team's work and the results of that process. The intent was to produce a document that outlines not just work that can be done in the near future, but also outlines areas of work that may be needed further down the road. Not all of the proposed ideas will result in work at CASA, but having a number of items identified should prove useful over the next few years as political, economic and environmental drivers shift. The team's report and recommendations are in the Board material, and three decision sheets are included that outline areas where the group believes CASA should strike a working group to draft a Project Charter. This item will be the subject of a sizeable piece of time on the Agenda for December's meeting.

Ambient Air Quality Objectives

CASA has received a request from Alberta Environment and Parks for CASA to support the process that will be used in establishing the Alberta Ambient Air Quality Objectives. This is anticipated to take four meetings during the year. The proposed terms of reference for this work are found in the Board materials. This is not a typical project team but something closer to a standing committee. There is a document in the Board materials outlining this work.

Social Marketing Workshop

Alberta Environment and Parks, in its work at the regional level on the management of fine particulates, has provided funding to the Alberta Airsheds Council to assist them in a public education campaign. As there is significant overlap with the work being done by the Non-Point Source Project Team, a meeting was arranged amongst the various people involved. It is clear that reductions in primary PM 2.5 and in precursor emissions will require both short term actions and longer term changes in behaviour. To assist in that the group had some initial conversations about hosting a workshop to bring together people with expertise in longer term behavioural change and what can be done in the short to medium term to encourage the likelihood of that change being realized. The details are not yet worked out but there seems to be some interest in it. We will ensure that the Board are kept apprised if and when this moves forward.



**Clean Air Strategic Alliance
Internal Core Expenses Sept. 30/16**

Item 1.4 - Attachment A - Consolidated Core Expenses

Expense Account		Expenditure to date	Budget Jan 2016	% of budget
Supplies & Services				
	Advertising	98	5,000	1.92
	Bank and Finance Charges	993	1,650	60.2
	Computers & IT	20,841	32,485	64.16
	Courier		400	0
	Depreciation		0	0
	Development- Stakeholders		0	0
	Furniture & Display		4,000	0
	Office Reconfiguration		0	0
	Honoraria - Stakeholders	32,712	71,591	45.69
	Insurance	2,850	4,605	61.88
	Meeting Expenses	7,318	24,228	30.21
	Office Supplies	2,185	4,300	50.81
Print & Reproduction Services				
	Annual Report	445	5,000	8.9
	General	1,384	3,201	43.25
	Repairs & Maintenance		500	0
	Records Storage	1,148	1,500	76.5
	Subscriptions	2,620	4,500	58.21
	Telecommunications	4,450	8,676	51.29
Travel				
	Consultants	465	0	0
	Stakeholders	12,936	31,290	41.34
	Staff	5,850	18,358	31.87
Total Supplies & Services		96,294	221,284	43.52
Professional Fees				
	Legal Fees	0	3,000	0
	Audit	10,600	11,130	95.24
Consulting Expense				
	Alberta Environmental Network	20,967	21,000	66.67
	Consulting for Board/Projects	14,000	21,518	97.44
Total Professional Fees		45,567	56,648	80.44
Human Resources				
	Salaries & Wages	289,265	453,587	63.77
	Employer Contributions	17,035	23,326	73.03
	Group Benefits	24,650	45,531	54.14
	Group Retirement Savings Plan	21,089	32,600	64.69
	Performance Pay		0	
	Employee Recognition	711	2,000	35.58
Staff Development				
	Membership Fees	50	175	28.57
	Training	1,176	6,000	19.6
	Temporary Staff & Contract Labour		6,000	0
	Recruitment	1,427	3,000	47.56
Total Human Resources		355,403	572,219	62.11
Uncategorized expense				
Total Expenses		497,264	850,151	58.49

Wind Down Fund Re-Assessment

Background

In 2000, the CASA board established a restricted fund of \$200,000 to pay necessary expenses in the event of the wind-down of the society. In 2005, the fund was increased to \$240,000. In 2008, it was increased to \$290,000. In 2012 the Executive determined that \$290,000 was still sufficient. In 2014 the Executive determined it should be adjusted to reflect actual obligations plus a 10% buffer. The fund was adjusted to \$228,835.

Status

Each year, the Executive should review the wind down fund for adequacy. The Secretariat has reviewed the required funding in the event of a wind down of the organization. The wind down fund for severance applies only if CASA ceases to operate on short notice.

The Wind down Fund re-assessment includes:

- Staff severance pay due in the event of dismissal without cause (calculated at 1 month's gross salary for every year worked at CASA-except where there is a special arrangement) Salaries rounded to the nearest 1/2 year of service.
- Total fund assessment as of October 2016.
- Payments required by termination of existing contractual obligations
- Office closure and file storage
- Consulting, legal and financial document preparation

Expected costs if CASA ceased to operate in 2017:

Expected Costs if CASA ceased to operate in 2017		
Staff Severance(based on current staff)	\$107,492	Based on one-month pay for each year worked using 2016 salary figures
F12 Contract	\$39,600	50% of remaining term
Office Closure <ul style="list-style-type: none"> ○ File Storage ○ Moving Costs ○ Existing Contracts 	\$20,000	Estimated based on conservative figures
Accounting/Legal and Consulting Fees	\$25,000	Estimated.
Total	\$192,092	
Total including 10% buffer	\$211,301	

Wind Down Fund Re-Assessment

Recommendation The wind down fund at its current value of \$228,835 is adequate to cover costs if CASA ceased operations in 2017. No increase is recommended at this time.

<u>Revenue</u>	<u>Amount</u>	<u>Note</u>
Grants Carried Forward from 2008	\$578,248	Includes Pre-payment for 2009 Operations from Alberta Environment
Total Grants Received in 2009	\$1,250,000	
Total Internal Expenses 2009	-\$836,590	Year-end actual
Balance End of 2009	\$991,658	
Revenue 2010 -Alberta Energy	\$850,000	Funding to to March 31, 2011
Total Internal Expenses 2010	-\$928,661	Year end actual
Balance End of 2010	\$912,997	
Revenue 2011-Alberta Energy	\$850,000	Funding to March 31, 2012
Total Internal Expenses 2011	-\$983,319	Year end actual
Balance End of 2011	\$779,678	
Revenue 2012-Alberta Energy	\$850,000	Funding to March 31, 2013
Total Internal expenses 2012	-\$1,010,114	Year end actual
Balance End of 2012	\$619,564	
Revenue 2013/2014- Alberta Energy	\$1,700,000	Funding to December 2014
Total Internal expenses 2013	-\$1,056,842	Year end actual
Balance End of 2013	\$1,262,722	
Total Internal expenses 2014	-\$1,035,096	Year end actual
Balance End of 2014	\$227,626	
Revenue 2014/2015- Alberta Energy	\$850,000	Funding to December 2015
Total Internal expenses 2015	-\$829,683	Year end actual
	\$247,943	
Revenue 2016-Alberta Energy	\$850,000	Funding to December 2016
Forecasted internal expenses 2016	-\$850,851	
	\$247,092	

as of Sept 30, 2016

DECISION SHEET

ITEM: 1.5 Core Budget for 2017

ISSUE: It is the responsibility of the CASA Board to approve the annual core budget. The core operating budget provides support to the CASA board and projects, administration and operating expenses, statements of opportunity, strategic planning and communications.

BACKGROUND: **2017 Core Budget:** Since its inception, CASA's budget has been directed at providing a high level of service to stakeholders and the project teams that have been so important to CASA's work. The past year (2016) has seen a reduced level of project activity and staffing, and the work of the "CASA 2.0" team which has identified some significant new pieces of work for CASA which it hopes to begin in early 2017.

Attached is a draft 2017 core (i.e. internal) budget; the total is \$850,479. This budget is very similar to our 2016 budget. The accompanying document sets out the assumptions that were made in preparing the budget.

ATTACHMENTS: A. Draft 2017 Core Budget Assumptions
B. Draft 2017 Core Budget

DECISIONS: Approve the attached 2017 core operating budget.



CASA Budget 2017 - Underlying Assumptions

A budget represents an informed “best guess” of the revenue and expenses of an organization for a given time period. CASA’s revenues for internal operations come from the Government of Alberta in the form of a grant. We are awaiting word of our 2017 funding – CASA funding has been stable at \$850,000 for a number of years, and a similar amount is being requested for 2017. In drafting the CASA Budget for 2017 a number of factors were looked at that could materially impact CASA’s internal budget. These are outlined below:

Projects/Meetings:

The budget is based on the assumption that there will be two or three project teams or working groups running for most of 2017, based in part on the results of the “CASA 2.0” working group’s efforts. If three teams are all running with several sub-groups we will require additional project management staff, either through hiring, contracting or a secondment, but we are in good shape for two active teams with current staffing levels. The budget allows for contracted assistance or the hiring of a third Project Manager in June if the activity level increases beyond these assumptions. This is a lower staff complement than we have run with in the past, but with contracted assistance (if needed) we should be in good shape.

- The Non-Point Source team is up and running and will likely spin off a few task teams to assist in its work. It is scheduled to complete its work and report to the September 2017 Board meeting. There may be additional work coming out of the recommendations from this team.
- It is hoped that at least one full team and some smaller task groups will emerge out of the “CASA 2.0” group’s work (elsewhere on the agenda). This work is scheduled to kick into gear as soon after the December Board meeting as feasible, likely early in the New Year.

New project teams will need to fundraise for their required external funding. The Non-Point Source team has succeeded at completing a good share of its work with minimal expenditures and there is reason for optimism that they will be able to complete this work within the available funds. It should be noted that the amount of resources required to complete the work has not changed – team members have contributed a large number of hours rather than dollars. This may not always be feasible.

CASA’s operational teams, such as Performance Measures, Communications and Executive committees, as well as the CASA Board will run on their usual schedule.

Staffing

CASA is currently working with four full time staff and will move to five when Sarah Hanlon returns from her maternity leave. (ED, EA, financial administrator, two PMs). As noted above there is room in the budget for a third Project Manager starting in June or contracted assistance if required.

General

CASA has sought and will continue to seek economies in its overall operations. The decision to print only a small number of Annual Reports resulted in significant savings and seems to have been well received.



This practice will continue. Staff have been responsible in their travel and related costs, renting cars and travelling to Board meetings as a group.

The impending move to South Petroleum Plaza to share space with the Alberta Water Council will not save dollars from CASA's budget, but will result in significant savings to the Alberta government, who provide the space as an in-kind donation. While the government is willing to cover the bulk of the relocation costs, we anticipate some costs resulting from the change in location and have budgeted for this.

We have been informed that our benefits costs will be rising, but we do not foresee any changes in the provider or the level of benefits we provide. Items such as CPP and EI are not negotiable and we will cover any changes in these rates that takes place. Staff training is an important part of ensuring that CASA delivers on its mandate and will be left at current levels.

Our information technology is on a contract and these costs should be as listed.

There may be some shifting between consulting and salaries depending on the project management needs but the total costs should be similar to budgeted totals over the course of the year.

CASA Operational Plan 2017 - Summary

Project/Initiative	Timing	Objectives	Status
Board of Directors	Q1	Receive 2016 Financial Statements	March Board Meeting
	Q2	Annual General Meeting	June Board Meeting
		Review and update 2017 Budget	June Board meeting
		Approve 2016 Financial Statements	June Board meeting
		Receive reports (Project Charters) from Working group(s) on CASA 2.0 work	March and/or June Board Meeting
	Q3	Report from NPS Project Team	September Board meeting
	Q4	Approve 2018 Draft Budget	December Board Meeting
Executive Committee	Q1	Review 2016 Draft financial statements	February meeting
		Consider need for renewed strategic plan (2017 – 2021) based on results of CASA 2.0 Work	February meeting
		Performance Review/process for Executive Director	February meeting
	Q2	Review 2017 Budget	May Meeting
		Review and Approve 2016 Financial Statements	May meeting
	Q4	Approve 2018 Draft Budget	November meeting
Strategic and Operational Planning	Q1	Consider need for renewed strategic plan (2017 – 2021) based on results of CASA 2.0 Work	March Board Meeting (depending on discussion at Executive)
	Q2	Review Operational plan, budget update	For June Board meeting
	Q4	Draft 2018 Operational Plan	For December Board meeting

Secretariat	Q1 ff	Assess workload and budget, decide on need for new project management resources (staff or contract) as projects move forward	Will depend on actual grant and workload, may be reassessed during the year.
	Q1/2??	Move to South Petroleum Plaza	Time TBA
Communications	Q1	Develop listing of Clean Air Day activities	January ff (Note very little activity reported last year)
	Q2	Coordinate CASA involvement in Board member activities and plan CASA Clean Air Day activity	
		Annual Report	Draft Content for June Board meeting, distribution July/August
	Ongoing	<p>As available, provide educational and workshops on CASA's work and other air topics for board members and beyond (more and smaller)</p> <p>As requested, provide educational sessions on Interest Based Negotiation, CASA products (e.g. Odour Guide)</p> <p>Provide materials for stakeholders to assist in their communications activities in which CASA plays a role.</p> <p>Renew Twitter account and work to develop interest in stakeholders and air community</p>	
Outreach	Q1- Q4	Continue relationships with the Alberta Water Council, Land Use Secretariat, IRMS Office, Alberta Airsheds Council, etc. Assess opportunities to determine roles, responsibilities and new collaborative options.	
Performance Measures Committee	Q1	Evaluate 2016 Performance Results, prepare report for June Board meeting, Annual Report	
Non-Point Source	Q1 – Q3	Project will work throughout 2017	Team is planning to report to the September Board meeting. Recommendations for follow up work are anticipated.

Possible work from CASA 2.0 work (Air monitoring strategy?)	Q1	Based on CASA 2.0 work and discussion with Environment and Parks, draft a Project Charter	Timeline may be dependent on feedback from Monitoring and Science – may include staged work. Aim at Project Charter for March Board meeting
	Q2	Assuming Project Charter accepted, Project Team struck in April and begins work.	Timelines may be compressed if required.
	Q3,Q4	Project Team at work	
Odour Management	Ongoing	Distribute GPG, based on Communications plan	Underway – has been presented to SPOG, Airsheds
IRMS “Road Map”	On Hold	On hold pending further direction from the government	May not proceed. Remove for 2018?
Unknown Shorter Term work from CASA 2.0		Conference or workshop style event on air research needs or health-related or a focused piece of work done in a shorter time frame.	TBA

	TOTAL INTERNAL - January 2017	TOTAL INTERNAL - January 2016
Supplies & Services		
Advertising	5,000	5,000
Finance Charges	1,498	1,650
Information Technology	29,122	32,485
Courier	400	400
Depreciation	-	-
Development/Training	-	-
Stakeholder	-	-
Furniture (move related)	5,000	4,000
Office Moving Expenses	12,000	-
Office Supplies	4,365	4,300
Insurance	4,800	4,605
Meeting - Meals	13,180	24,228
Honoraria - Stakeholder	66,578	71,591
Telecommunications	6,415	8,676
Photocopying/Printing	-	-
Annual Report	5,000	5,000
General	2,822	3,201
Records Storage	1,689	1,500
Repairs & Maintenance	500	500
Subscriptions	3,600	4,500
Travel	-	-
Consultants	-	-
Stakeholder	28,847	31,290
Staff	28,440	18,358
Total Supplies & Services	219,256	221,284
Professional Fees		
Accounting	-	-
Audit	9,200	11,130
Legal	3,000	3,000
Consulting Other	34,500	21,518
NGO Sector	21,000	21,000
Total Professional Fees	67,700	56,648
Human Resources		
Salaries & Wages	451,682	453,587
Employer Contributions	20,827	23,326
Group Benefit Plan	46,953	45,531
Group RSP	31,386	32,600
Temporary Staff	5,000	6,000
Performance Pay	-	-
Employee Recognition	1,200	2,000
Recruitment	1,000	3,000
Staff Development	-	-
Membership Fees	475	175
Training	5,000	6,000
Total Human Resources	563,523	572,219
TOTAL EXPENSES	850,479	850,151

DECISION SHEET

- ITEM:** 2.2
- ISSUE:** Working Group on Municipal Environmental Toolkit
- BACKGROUND:** As per the attached document, the “CASA 2.0” Opportunities Identification Working Group has identified the preparation of a toolkit for municipalities to assist them in those areas of air quality management where they have jurisdiction as one area of potential future work. Recent changes to the Municipal Government Act have opened up some new areas where Municipalities can make a difference to their environment. While larger municipalities have staff dedicated to this work, there are many smaller communities that would like to act but do not have the resources or information to do so. This could include partnering with the Alberta Water Council on a similar document on water issues. This would be brought back to the CASA Board for a further decision prior to beginning work on the basis of that charter.
- ATTACHMENTS:** Report from the “CASA 2.0” Opportunities Identification Working Group
- DECISIONS:** Strike a working group to scope and prepare the draft Project Charter for the work as outlined in the statement below:
- Work with municipalities and stakeholders (including airshed organizations) to develop a toolkit to assist municipalities in expanding their role in environmental management, specifically the air components. The first piece of work would focus on identifying the issues for which such a document would be useful. This could include partnering with the Alberta Water Council on a similar document dealing with water issues. Further discussion will be needed to confirm the specific needs of rural and urban municipalities.*

DECISION SHEET

ITEM:	2.2
ISSUE:	Working Group on Revisions to the Ambient Air Monitoring Strategy for Alberta.
BACKGROUND:	<p>As per the attached document, the “CASA 2.0” Opportunities Identification Working Group has identified a review and suggested revisions to the current Ambient Air Monitoring Strategy for Alberta as one area of potential future work.</p> <p>The 2009 report from CASA formed the basis for the current Ambient Air Monitoring Strategy, and was to have been reviewed in 2014. This review did not take place, and the working group felt that it was an appropriate time for a review to occur in light of the many new issues and structures involved in air monitoring in the province. The project charter developed by the working group will be brought back to the CASA Board for a further decision prior to beginning work on the basis of that charter. The working group may consider rolling this work in with the proposed work on Roles and Responsibilities.</p>
ATTACHMENTS:	Report from the “CASA 2.0” Opportunities Identification Working Group
DECISIONS:	<p>Strike a working group to scope and prepare the draft Project Charter for the work as outlined in the statement below:</p> <p><i>Review and revise the 2009 Ambient Air Monitoring Strategy for Alberta, with a focus on monitoring goals, particularly in light of the Canadian Ambient Air Quality Standards (CAAQS) and other changes in air quality management in the province. As an additional step, this could include the development of an air quality data evaluation and reporting guidance document which would help ensure the reporting of air quality in the province has credibility and meets the needs and expectations of stakeholders who are impacted by air quality and who will be using the data. Further discussion will be needed to ensure that work in this area aligns with the timelines and needs of the AEP Environmental Monitoring and Science Division.</i></p>

DECISION SHEET

ITEM: 2.2

ISSUE: Working Group on Roles and Responsibilities.

BACKGROUND: As per the attached document, the “CASA 2.0” Opportunities Identification Working Group has identified a review and clarification of the roles and responsibilities of CASA, Airshed organizations, and the Alberta government (specifically AEP), as one area of potential future work.

There have been various groups and meetings over the years, such as the Joint Standing Committee, but for several years there has not been a focused effort to clarify who does what and how the various people and organizations interact. During this time a number of changes have taken place, such as the establishment of AEMERA and its subsequent move back into AEP. Among the tasks of the working group will be to determine if there is appetite to also look at the broader questions of how stakeholders interact with the air quality management system.

The project charter developed by the working group will be brought back to the CASA Board for a further decision prior to beginning work on the basis of that charter. The working group may consider rolling this work in with the proposed work on the Ambient Air Monitoring Strategy.

ATTACHMENTS: Report from the “CASA 2.0” Opportunities Identification Working Group

DECISIONS: Strike a working group to scope and prepare the draft Project Charter for the work as outlined in the statement below:

The way in which CASA, the Airshed Organizations, Government and Industry work together and the roles they each play in air quality management structures could be handled either separately or in conjunction with the proposed work on the 2009 Ambient Air Monitoring Strategy for Alberta. There are some immediate questions about the roles and relationships amongst CASA, Alberta Environment and Parks (AEP) and the Airshed Organizations and also a broader question about the role of partners in air quality management.

“CASA 2.0” Opportunities Identification Working Group

Potential future work for CASA – a report to the CASA Board

SYNOPSIS:

At the CASA Board meeting on June 15, 2016, the board agreed by consensus to establish a working group to (a) review the Clean Air Strategy and identify potential new projects for CASA, and (b) report back with the working group’s findings at the December meeting. This report includes a brainstormed list of potential work and proposes a short-list of priority work for the board’s consideration. In addition, board members may choose to add new items or suggest other items from the brainstormed list for consideration at this time.

The following topic areas have been identified as priority items for potential CASA work. Some context may be found in the longer listing of options from which these were drawn. For each of the three recommended topic areas the next step, if approved by the CASA Board, will be to strike a working group to prepare a Project Charter that will delve more deeply into the scope, relevant stakeholders and work required. Once the Project Charter(s) are completed, they will be presented to the board for approval to commence the work, which may include traditional CASA project work or a short-term series of meetings to discuss a specific issue.

Proposed future work for CASA:

- ***Work with municipalities and stakeholders (including airshed organizations) to develop a toolkit to assist municipalities in expanding their role in environmental management, specifically the air components. The first piece of work would focus on identifying the issues for which such a document would be useful. This could include partnering with the Alberta Water Council on a similar document dealing with water issues. Further discussion will be needed to confirm the specific needs of rural and urban municipalities.***

CASA is well placed to work across the various parties involved in municipal and regional environmental management. CASA has had some success in developing “toolkits”, such as a Best Practice Guide for Odour Management that was aimed to assist people working with the issues who are not experts.

Linkages: This proposed work aligns with the Capital Region and Red Deer Particulate Matter Responses and section 2.2.5 of the 2012 Clean Air Strategy Action Plan. It corresponds to #10 from the brainstormed list in this report.

- ***Review and revise the 2009 Ambient Air Monitoring Strategy for Alberta, with a focus on monitoring goals, particularly in light of the Canadian Ambient Air Quality Standards (CAAQS) and other changes in air quality management in the province. As an additional step, this could include the development of an air quality data evaluation and reporting guidance document which would help ensure the reporting of air quality in the province has credibility and meets***

the needs and expectations of stakeholders who are impacted by air quality and who will be using the data. Further discussion will be needed to ensure that work in this area aligns with the timelines and needs of the Alberta Environment and Parks (AEP) Environmental Monitoring and Science Division.

The CASA process would add the expertise and interests of the users of the data into the conversation, and stakeholder confidence in the resulting plans. The government has some clear interests in ensuring reliable, continuous and credible data, and credibility could be enhanced through the involvement of a wider group of stakeholders. A commitment was made when the original plan was developed to review the plan every 5 years, commencing in 2014, through CASA. This review has not yet occurred.

As the development of a revised ambient air monitoring strategy appears to now be within the mandate of AEP Environmental Monitoring and Science Division, this work is not expected to fit a traditional CASA multi-stakeholder process. However, it would be beneficial for CASA to gather input from stakeholders on air quality issues that should be addressed by the revised ambient air monitoring strategy, before the start of its development. Timelines and the process for its development, including opportunities for technical input from stakeholders, are to be determined.

Linkages: This proposed work aligns with sections 3.1, 3.2 and 3.3 of the 2012 Clean Air Strategy Action Plan, and corresponds to #4 from the brainstormed list in this report.

- ***The way in which CASA, the Airshed Organizations, Government and Industry work together and the roles they each play in air quality management structures could be handled either separately or in conjunction with the proposed work on the 2009 Ambient Air Monitoring Strategy for Alberta. There are some immediate questions about the roles and relationships amongst CASA, Alberta Environment and Parks (AEP) and the Airshed Organizations and also a broader question about the role of partners in air quality management.***

CASA is an active partner with the airshed organizations, and is specifically mentioned as one of the important partners in air quality management in the 2012 Clean Air Strategy. The concept of partnering, and the extent to which the Government of Alberta works with stakeholders in the design and implementation of air quality management seems to have shifted to a less active role for stakeholders. This is not the premise on which CASA and the Airsheds were founded, and clarifying the role the government expects these bodies to play would be worthwhile. There may be more assistance available to government than they currently utilize.

Linkages: This proposed work aligns with section 2.1 of the 2012 Clean Air Strategy Action Plan and corresponds to #15 from the brainstormed list in this report.

Other considerations at this time:

- ***The Board should be aware that work related to the existing Non-Point Source (NPS) Project Team may emerge before the completion of the NPS Project Team’s work. The project team will be encouraged to put forward any discrete pieces of work that emerge prior to the completion of its work. Furthermore, the existing project needs resources to ensure its successful completion; the project is currently ramping up its activities.***

Linkages: The existing and possible new work aligns with section 1.4 of the 2012 Clean Air Strategy Action Plan and corresponds to #5 from the brainstormed list in this report.

- ***Alberta Environment and Parks is working through the details of CAAQS implementation using the Land Use Framework Air Quality Management Frameworks (Environmental Management Framework). If of interest to the CASA board, AEP could provide a presentation on this work in 2017. This would provide clarity on what is happening and help glean any potential role for CASA work.***

Linkages: This work aligns with the 2012 Clean Air Strategy Action Plan and corresponds to #2 from the brainstormed list in this report.

- **There are two categories of work identified from the brainstormed list in this report that CASA will undertake as part of its ongoing work but that are not, at this time, tied to a project team. This could change if the work expands.**
 - Corresponding to # 3, 6 and 16: Engage with stakeholders and the general public on actions that can be undertaken by individuals. Some initial work will be undertaken in conjunction with the Alberta Airsheds Council and their Particulate Matter Literacy contract through AEP. Some of this has a close tie to the work of the Non-Point Source Project Team. This may include promoting both shorter term actions that can have an impact on air quality such as reducing the idling of vehicles and also longer term societal changes that will have longer timelines, such as turnover of older vehicles, changes in home energy use and emissions, increased use of transit, etc.
 - Corresponding to # 1, 11, and 17: Provide opportunities for education on the air quality management system and on the impacts of air pollution. This will start with identifying education opportunities for the CASA Board and could be done initially in conjunction with AEP. The focus would be two-fold: Why air quality matters, and what is in place to manage it. Future possibilities include symposia or workshops of varying levels of ambition for a broader audience. The scope of future work will depend on interest and budgets.

BACKGROUND

The changing context for air quality management in Alberta, as outlined below, provides some real challenges, as well as an opportunity for CASA to provide policy recommendations that can add

significant value across the sectors. Alberta’s air quality has been showing the cumulative impacts of the increased population and activity in the province, and there have been exceedances of ambient air quality standards in some parts of the province. The Alberta Government is committed to moving the environmental agenda forward in a challenging economic climate. This presents an opportunity for CASA to provide recommendations for policies that deliver the maximum environmental benefit within an acceptable level of cost to industry, government and society. Many of the actions and decisions that must be made involve balancing competing values, such as economic activity, a clean environment, and livable communities. While science and economics inform the decisions that must be made, they will not answer the questions that pertain to values and trade-offs. CASA’s process is designed to do just that.

A small group of CASA stakeholders has been meeting to develop and refine a list of potential work that CASA could undertake in the near or mid-term, as well as identifying some areas for potential work in the longer term. CASA has developed significant expertise and capacity for developing air quality related management policy through its consensus-based, collaborative multi-stakeholder process. It has stakeholders from all sectors who are committed to its process of developing interest-based creative and effective policy solutions.

There is capacity in place at CASA to undertake additional work, and it is hoped that this “opportunities” identification process will result in at least one additional project team beginning work in the near future, as well as additional project(s) identified for future work. The current constrained fiscal situation in which the Government of Alberta and many of our industry stakeholders find themselves make it particularly important to ensure that CASA is delivering work that is high priority for our stakeholders, efficiently done, of high quality, and results in real improvements in the management of air quality in the province.

The management of Alberta’s air quality, while still built on the same basic principles and elements as in the past, has changed in the last few years. There are a number of new considerations, including:

- the introduction of the Land Use Framework and its regional focus on managing the impact of activity on the environment;
- the Government of Alberta’s move to the Integrated Resource Management System (IRMS);
- the creation and subsequent dissolution of the Alberta Environmental Monitoring, Evaluation and Reporting Agency (AEMERA);
- the national Air Quality Management System (AQMS), including the CAAQS, Base Level Industrial Emission Requirements (BLIERs), and regional air quality management through air zones within Alberta and broader cross-border airsheds;
- Alberta’s Climate Leadership Plan;
- the establishment of the Alberta Energy Regulator (AER) and the shift of the administration of many industrial approvals from AEP to the AER;
- the current low oil price and changing economy;
- a change in political leadership at both the federal and provincial levels.

WORKING GROUP

In light of this changed context for air quality management, the “CASA 2.0” opportunities identification working group undertook a high level review of the elements of the “Clearing the Air” 2012 Clean Air

Strategy Action Plan. This review was focused on identifying those areas in which there is work that could be done to further assist in ensuring that Alberta’s air meets CASA’s vision: “The air will have no adverse odour, taste or visual impact and have no measurable short- or long-term adverse effects on people, animals or the environment.” This was not a detailed review of the status of the actions identified in the Action Plan.

The review was based on the Action Plan, other relevant frameworks and air quality management initiatives, as well as the knowledge the team members have of Alberta’s air quality management from a Government, Industry and NGO perspective. The team looked at a few schema for organizing its identification and prioritization of potential CASA work and projects that would contribute to the air quality system in Alberta. This document includes an overview of the approaches the team used to identify potential work/projects and the themes and outcomes that emerged. To evaluate the brainstormed list and compile the short-list of recommendations for work, the following were considered as the group discussed how or if CASA might make a contribution:

- What is the value of the potential work?
- Is this work that will benefit from the CASA process?
- What are the timelines? Is there urgency in completing this work?
- What is the relative priority of this work?

BRAINSTORMED LIST OF POTENTIAL CASA WORK

The bulleted list below includes the brainstormed, potential pieces of work discussed by the working group. Suggestions for adjustments or additions to this list, and the recommended short-list, are welcome. The recommended topic areas in the synopsis of this report are each based on one or more of these items.

Regional/Provincial/National Management of Air Issues

With the advent of the national AQMS and the Land Use Framework’s regional plans, there is a shift to managing air quality on a regional basis. Ensuring the appropriate level of consistency in regional plans and approaches and clarifying when and how regional work considers federal and provincial initiatives and cross cutting issues may benefit from a formal review and possible development of a regional/air zone management guidance document or framework.

The national AQMS assumes that the provinces are the main implementers, and that CAAQS determination and management planning are handled on a regional air zone level. There may be value in mapping the system to identify existing efficiencies and possible duplications or gaps that would assist in the system running efficiently and effectively. This would not be a long-term project but could be done as a workshop.

CASA’s work to date has focused on provincial level issues. There may be a role for CASA in assisting regional processes, through the development of templates and guidance documents, assisting regional planning groups with process, or actually facilitating some of the regional processes such as bringing stakeholders to the table and helping to obtain agreement on meaningful actions.

The Canadian Council of Ministers of the Environment (CCME) Air Management Committee is developing a guidance document on air zone management that would be applicable to a wide range of possible CAAQS substances. This document is not yet completed, but there may be some work in considering this document for non-CAAQS substances. The timelines for the release of this document is to be determined.

Potential work:

1. Short term – map the existing air quality management system as a whole, multi-layered system to identify possible synergies and/or gaps and bottlenecks.
2. Design a response template or guidance document for those areas of the province near or in exceedance of various management thresholds. The role of modeling as a proactive, forecasting element and as a source of information on significant emission sources could be included in the proposed “how to” guides. This would be more detailed than the high level documents currently available and would include roles, responsibilities and timelines. ***(NOTE: AEP has details in place and in progress internally. AEP could provide a presentation to the CASA Board on this work in 2017 to provide clarity on what is happening and help glean any potential role for CASA work.)***
3. Assist in the stakeholder engagement process for responses to air quality management framework triggers/thresholds, to help obtain agreement on meaningful actions by all relevant stakeholders (focusing on “unregulated” sources).

Monitoring and related Planning

The dissolution of AEMERA and transition of AEMERA staff and work into AEP Environmental Monitoring and Science Division may provide an opportunity for CASA input on air monitoring in the province. AEP Environmental Monitoring and Science Division also inherited the evaluation and reporting responsibilities of the former AEMERA. The 2009 Ambient Air Monitoring Strategy for Alberta, developed through CASA, was intended to be reviewed every 5 years. That review did not take place in 2014 but would be very timely now with the new monitoring needs related to the CAAQS and the assumption of AEMERA’s former functions by AEP. Monitoring includes a number of issues:

- Technical issues: substances of interest, monitoring methods/instrumentation, frequency and location of monitoring, QA/QC, file formats and reporting protocols, data storage, management and availability, etc.
- Funding and structure: Roles of Airshed Organizations, industry and AEP; role of approvals; sources of stable funding
- Air quality data evaluation and reporting
- Monitoring Goals: What questions is the monitoring trying to answer, and does the current system answer them effectively? Who decides what the questions are? Do the CAAQS require changes in the current monitoring system? This includes the issue of the public accessibility and understanding of the data that is available.

Potential work:

4. Review and revise the 2009 Ambient Air Monitoring Strategy for Alberta, with a focus on monitoring goals, particularly in light of the CAAQS and other changes in air quality management in the province. This could also include the development of an air quality data evaluation and reporting guidance document which could help ensure the reporting of air quality in the province had credibility and met the needs and expectations of stakeholders. Further discussion will be needed to ensure that any proposed work in this area aligns with the timelines and needs of the AEP Environmental Monitoring and Science Division. This work is not expected to fit a traditional CASA multi-stakeholder process but is expected to include opportunities for technical input from stakeholders (process and timelines to be determined).

Non-Industrial Non-Point Sources

Many non-industrial emission sources are not conducive to traditional emissions management methods such as emission limits in approvals. Some examples of non-industrial non-point sources include residential/commercial heating, backyard fire pits, and transportation, and the management of emissions from these types of sources presents political and social challenges. The emissions from these sources result from the cumulative impacts of many tens or hundreds of thousands of decisions made on a daily basis by individuals as they drive their cars, set their thermostats, or use their fireplaces or backyard fire pits.

The existing CASA Non-Point Source team is scheduled to recommend potential management actions for non-point sources in Alberta by Fall 2017. It is highly likely the team will identify key follow-up work that CASA may be best positioned to undertake. Furthermore, additional resources may be needed for subgroup work in support of the current project.

Potential work:

5. Work pursuant to recommendations from the CASA Non-Point Source Project, e.g. the Project Team may recommend the development of a Dust Management Guide therefore a subsequent project could be to develop the guide. Some recommendations may be available before completion of the entire project so there may be opportunity for work to begin earlier than the wind up of the Project Team.
6. Investigate the drivers for individual decision making in areas such as heating and transportation. This could be complementary or supplementary to the existing CASA Non-Point Source Project, in helping to focus education/awareness campaigns or other emission reduction initiatives. It may be possible to work with Energy Efficiency Alberta or others.

Air Quality Management Policy

Pollution Prevention, Continuous Improvement, use of Best Available Technology Economically Achievable (BATEA) and Keeping Clean Areas Clean have been identified in a number of documents as principles that are to guide air management in the province. They are included as requirements in some approvals and are used conceptually to guide the people who prepare approvals, but they have not been defined in a manner that necessarily allows for easy or consistent implementation. If terms such as Continuous Improvement had clearer definitions it might facilitate discussion about what they mean in

particular cases and how and when they should be applied. However, the CCME Guidance Document on Continuous Improvement (CI) and Keeping-Clean-Areas-Clean (KCAC), 2007, for example provides some definitions and may be updated by CCME. Furthermore, these terms would apply to multiple media (air/water/land) rather than air only.

Potential work:

7. Develop clear and implementable definitions of or guidance for undergirding policy concepts such as Continuous Improvement. This could be linked to the development of regional planning guidance documents.

Management Frameworks

There is a provincial Acid Deposition Management Framework (ADMF) originally developed by CASA, and the Particulate Matter and Ozone Framework developed by CASA was implemented as part of the air quality management system. Some stakeholders feel there are gaps in and issues with elements of these management frameworks e.g. the ADMF considers all nitrogen as acidifying which it is not; the CAAQS and associated management plans do not, or only partly, address the environmental impacts of ozone and NO₂; and the fertilizing/eutrophying effects of nitrogen are not covered. In addition to the management of ambient levels, the work that the Cumulative Environmental Management Association (CEMA) has done related to acid deposition, nitrogen deposition and the management of ozone effects on vegetation, while focused on a unique area of the province, might be translated onto the provincial level. ***(NOTE: Follow-up with the technical Acid Deposition Framework Working Group has been recommended in order to help identify any potential niche for CASA in this work).***

Potential work:

8. A provincial framework for managing nitrogen deposition. The work on a nitrogen deposition framework that has been done by the Cumulative Environmental Management Association would facilitate the development of such a framework.
9. A provincial level ozone-vegetation management framework. The Regional Municipality of Wood Buffalo has developed a framework that could be looked at as a possible starting point.

Assistance to Municipalities

The recent changes to the Municipal Government Act set out a larger role for municipalities in environmental issues. There are also opportunities for municipalities to assist with achieving the CAAQS. Defining this role and providing guidance for municipalities could be a worthwhile project, particularly for smaller municipalities that may not have the internal resources to develop plans on their own. There are many air quality management actions that could be applied at the municipal level, such as by-laws (anti-idling, wood burning restrictions), enhanced public transit and “walkability” considerations in municipal planning (decisions for land-use development), and more. This could result in a municipal toolkit for air quality management at the municipal level. The possibility of combining this work in some way with the Alberta Water Council and including water issues has been raised and should be explored.

Potential work:

10. Work with municipalities and stakeholders to develop a toolkit to assist municipalities in expanding their role in air quality management. This could include partnering with the Alberta Water Council on a similar document dealing with water issues.

Air Research and Applied Science

While CASA's work is often the beneficiary of air research, and its teams often identify knowledge gaps that could or need to be filled by research or technical studies, the available resources for conducting such air research are often quite limited. It is possible that CASA could provide some assistance in listing research related items that are identified by stakeholders across the sectors as high priorities. These could include items such as airplane based studies on the formation of secondary particulates in emission plumes, accurate measurement of fugitive emissions from facilities, and speciation of particulate matter. A workshop session with academics and practitioners on current research needs and priorities might be helpful. In addition to research, there is a great deal of existing data that have not been analyzed to the full extent possible.

The management of emissions to lower ambient levels below the CAAQS thresholds can be expensive for industry and individuals. Research into which emissions reductions are likely to have the most impact on ambient levels would be helpful in focusing emission management efforts where they are likely to be the most effective.

Potential work:

11. A shorter term project such as a workshop or conference could bring together researchers, regulators and other stakeholders to look at the pressing air quality issues, the available information and tools to increase our understanding of these issues and how information and further studies might inform the development of strategies to address these issues. A less ambitious project could see providing opportunities for the CASA Board to learn about aspects of air quality management.

Emissions Inventories and Modeling

Emissions inventories are databases of air emission sources and their associated emissions (measured or estimated) in a particular area over a specific period of time. Emissions inventories are used for a variety of purposes, such as displaying emission trends for a particular substance or sector over time or as input to air models. While updating emissions inventories is resource intensive, there may be opportunity for CASA to help improve a specific component(s) of emissions inventories in Alberta.

Models are used for many purposes, but for CASA's work they can provide feedback on the likely impact of suggested actions on ambient levels and thus help focus the work on those sectors and sources that are likely to have the most impact on air quality and health. Modeling can be costly and require a great deal of complex computer processing power. It is important that it be used where it can be most helpful.

Inventories and models are most effective when they are used for the purposes for which they were designed. Work on either tool would be most effective when there is clarity on the purposes of the person or organization using the tool.

Potential work:

12. Develop a document that provides guidance on what would make a good provincial emissions inventory, as well as to speak to the need for one. This could be useful in allocating resources and ensuring the need for ongoing resources is understood to keep the inventory current.
13. Assist with improving some aspect of the emission inventory, such as refining emission factors for certain sectors or equipment types, depending on the science need. This could be very helpful in the Non-Point Source work where there have been challenges getting accurate estimates on some emissions sources.
14. Expanded modeling work could be performed to encompass the Climate Leadership Plan, the AQMS and other air related initiatives. This could be combined with a health component. CASA could assist in developing a tool that better informs decision makers of the projected impacts of proposed policies. This could be combined with the work described in #17 of this brainstormed list.

Shared Responsibility and Partnerships

The actions outlined in the 2012 Clean Air Strategy are a mix of work done directly by Government and work that is done by Government in conjunction with various partners. The internal work that is happening within Government on implementing the IRMS will be addressing some of the 2012 identified actions, but the results and effect of that work is not yet known to the CASA Board members. It is clear from conversations with Airshed Organizations that there is a need for clarification on who does what in the ambient monitoring area. Some of this was in the process of negotiation with AEMERA at the time AEMERA's dissolution was announced and some of this was in the proposed "IRMS Roadmap" work proposed to the CASA Board last June (awaiting direction from provincial government). There may be more work needed on the roles of Airshed Organizations, particularly in the post-AEMERA world. This could be part of the package of issues related to monitoring.

Potential work:

15. The way in which CASA, the Airshed Organizations, Government and Industry work together and the roles they play in air quality management structures could be handled either separately or in conjunction with the proposed work on the 2009 Ambient Air Monitoring Strategy for Alberta. There are some immediate questions about the roles and responsibilities amongst CASA, AEP and the Airsheds and also a broader question about the role of partners in air quality management. These could be handled separately or in a phased approach. Some discussion has already begun.

Knowledge Enhancement

CASA has not been involved in general public education, as it requires a great deal of resources and there are others already active who have expertise, such as Inside Education. There has been some conversations with the Alberta Airsheds Council about CASA assisting in some work with classroom teachers on air quality, but it has not yet come to fruition.

The establishment of a Community of Practice on air issues has been on CASA’s “to do” list for some time, but has not been a high priority. More clarity will be needed on the goals of the community before work can be undertaken.

Potential work:

16. Collaboration between CASA (e.g. through Twitter, CASA website) and existing or planned air-related messaging. This could help support the awareness of not only ongoing CASA projects, but also of information on apps for the Air Quality Health Index, announcements of Clean Air Day activities, etc.

Health

While animal and ecosystem health are also considered, the primary impetus behind most air quality work is protecting and improving human health. Much of the underlying work on standards, such as the CAAQS, is rooted in the available information and research into the human health impacts of various ambient levels of pollutants, but CASA has not spent much time looking directly at the health impacts of air quality. As air quality improvement and health benefits have been identified in the Climate Leadership Plan as a major driver, there may be an opportunity to leverage some of the focus on climate change into a broader look at the health impacts of various air quality and greenhouse gas policies. Some of this work could be quite technical.

Motivating individuals to make informed decisions e.g. drive less, use energy efficient appliances and equipment, etc. would be greatly assisted by information that shows how air quality impacts health and has a large societal cost in terms of health care costs. Health Canada and Environment and Climate Change Canada for example have done considerable work on estimating the health impacts and costs associated with air quality and air emission management interventions. A report on “Alberta’s Air Quality and Health and Health Costs Implications” would provide information that could inform Albertans’ positions and decisions on the value of provincial and personal actions related to air quality.

Potential work:

17. A symposium and/or report on the state of knowledge on “Alberta’s Air Quality and Health and Health Costs Implications”.

DECISION SHEET

ITEM: 3.1 **Ambient Air Quality Objectives Stakeholder Advisory Committee Statement of Opportunity**

ISSUE: The Air Policy Branch has asked CASA to establish a committee to provide advice on establishing and revising Alberta Ambient Air Quality Objectives.

BACKGROUND: As part of Alberta's comprehensive approach to air quality management, Alberta Environment and Parks have worked with a multi-stakeholder committee to develop and review ambient air quality objectives since 2001. The committee has successfully reviewed or developed thirty objectives in that time. The last committee was sunsetted in December 2015.

The priorities for this work have come from the development of Canadian Ambient Air Quality Standards (CAAQS) and the carry forward of two substances from the previous committee's work plan. CAAQS have been developed for long-term air zone management. Alberta has to review their current ambient air quality objectives in light of these new standards.

These priority substances are the focus of Alberta Environment and Park's work plan on objective development. One of the following approaches is used for the recommended substances:

- Objective *creation* is undertaken when no Alberta objective exists and the substance is a priority.
- Objective *review* occurs when an Alberta objective is already in place and the objective is a priority.

ATTACHMENTS: A. Statement of Opportunity

DECISIONS:

- A CASA committee be established to undertake the work plan for review of the prioritized ambient air quality objectives.
- The committee be charged with completing the work plan by March 2020.

DRAFT – Nov 22, 2016

Statement of Opportunity

Ambient Air Quality Objectives Stakeholder Advisory Committee

A Statement of Opportunity

to

The Clean Air Strategic Alliance (CASA) Board of Directors

Prepared by:

Alberta Environment and Parks

November 2016

Introduction:

Ambient air quality objectives are an important part of Alberta’s air quality management system as they help protect the health of Albertan’s and the environment. Alberta Environment and Parks (AEP) sets ambient air quality objectives for the province under section 14 of the *Environmental Protection and Enhancement Act*. It is important that the objectives be reviewed on a regular basis and new objectives be developed when there is a need.

This statement of opportunity seeks the creation of a CASA committee to work with AEP Air Policy to develop and review ambient air quality objectives for Alberta.

The committee will:

- review scientific information specific to the substance and consider:
 - adverse health effects
 - adverse ecosystem effects
- consider technological and economic factors, and
- strive to reach consensus on the recommendation to AEP on proposed objectives.

Background:

As part of Alberta’s comprehensive approach to air quality management, Alberta Environment and Parks have worked with a multi-stakeholder committee to develop and review ambient air quality objectives since 2001. The committee has successfully reviewed or developed thirty objectives in that time. The last committee was sunsetted in December 2015.

It is time to start work again on a list of new priority substances. The priorities for this work plan have come from the development of Canadian Ambient Air Quality Standards (CAAQS) and the carry forward of two substances from the previous work plan. CAAQS have been developed for long-term air zone management. Alberta has to review their current ambient air quality objectives in light of these new standards.

These priority substances are the focus of Alberta Environment and Park’s work plan on objective development. One of the following approaches is used for the recommended substances:

- Objective *creation* is undertaken when no Alberta objective exists and the substance is a priority.
- Objective *review* occurs when an Alberta objective is already in place and the objective is a priority.

Clean Air Strategic Alliance’s Key Role:

CASA is well positioned to bring stakeholders together to reach consensus on difficult issues and has demonstrated success in doing so on many key initiatives in the Province.

Alignment with CASA Core Business:

The vision of CASA is “the air will have no adverse odour, taste or visual impact and have no measurable short- or long-term adverse effects on people, animals or the environment.” The development of ambient air quality objectives is in line with this vision and the use of a collaborative multi-stakeholder consensus approach is consistent with CASA’s mission. It is also in line with CASA’s goals: to protect the environment by preventing short and long-term adverse effects on people, animals and the ecosystem, to optimize economic efficiency and to promote pollution prevention and continuous improvement.

Recommendations:

It is recommended that:

1. A CASA committee be established to undertake the work plan for review of the prioritized ambient air quality objectives.
2. The committee be charged with completing the work plan by March 2020.

DECISION SHEET

ITEM: 4.1 **Airshed Endorsement**

ISSUE: Recognize the Alberta Airsheds Council as the body responsible for endorsing Airshed organizations.

BACKGROUND: It has been the practice for Airshed organizations to seek CASA's endorsement. Alberta Environment and Parks looks to CASA's endorsement as one of their considerations in providing funding to Airsheds for some of their monitoring work. As the Alberta Airsheds Council has solidified its operations and policies they have asked that CASA consider allowing them to be the body that provides the endorsement. CASA would continue to work with and support Airsheds zones as it has in the past.

Although airsheds do not have a seat at the CASA Board, they have the opportunity to participate in most of CASA's activities and have contributed a great deal to project teams. The 2004 Airshed Zones Guidelines set out the criteria used by CASA in endorsing zones.

The criteria they are proposing to use is based on those used in the CASA endorsement process. This is based on the Airshed meeting a number of criteria based on:

- A clear process for engaging a diversity of stakeholders should be demonstrated prior to critical decisions being made, including but not limited to decisions in the following areas:
 - o Terms of Reference
 - o Representation
 - o Financing
 - o Boundaries
 - o Bylaws
 - o Program Design
- Consensus Decision making
- Boundaries – A statement of how the zone's boundaries were determined
- A business plan.

The process could be formalized as part of the broader conversation about roles and responsibilities proposed by the CASA 2.0 team. There is a proposed new zone that are readying their application for endorsement and there is some value in clarifying this one item more quickly.

ATTACHMENTS: *Alberta Airsheds Council draft Membership criteria and process.*

DECISION Recognize the Alberta Airsheds Council as the body tasked with endorsing airsheds.



Membership Policy

Introduction

A consistent and clear process for membership in a society provides direction for potential new members, and maintains the value of membership.

This Membership Policy outlines the approach that will be followed for determining membership in the Alberta Airsheds Council (AAC).

Reference Documents

AAC Bylaws, 2016

Airshed Zone Guidelines, CASA, 2004

Membership Criteria

Society bylaws include criteria and the process for membership.

According to the AAC Bylaws:

- Members “must be Airsheds located in the province of Alberta”
- “Any Airshed that is in agreement with the Society’s Vision, Mission and Guiding Principles is eligible to be a Member”
- Airsheds are defined as “not-for-profit, consensus-based, regional multi-stakeholder organizations established to monitor, analyze and report on air quality and recommend actions to improve air quality within specific geographic areas. In addition, Airsheds facilitate the development of regional and community strategies on initiatives to improve air quality, including public education and outreach.”

In summary, to be a member of the AAC, an organization must meet the criteria to be an Airshed, be located in Alberta and be in agreement with the AAC’s Vision, Mission and Guiding Principles.

Organizations seeking to join the AAC should be able to demonstrate that they meet the following criteria:

Criteria	Demonstrated By
1. Not-for-profit Society	Certificate from Alberta Registry
2. Consensus-based	Consensus decision-making reflected in bylaws or other policy document
3. Regional, with multi-stakeholder involvement	Membership from industry, government and the public.
4. Perform monitoring, analysis and reporting of air quality data	On-going air monitoring, analysis and reporting of ambient air quality data.
5. Recommend actions to improve air quality within the region	Where possible, be involved in regional strategies and/or frameworks to improve air quality.
6. Facilitate the development of regional and community strategies to improve air quality, including public education and outreach	Air monitoring data and analysis available on a website, and a commitment to initiate education and outreach activities as budgets permit
7. Located in Alberta	Map showing Airshed boundaries
8. Agreement with the AAC's Vision, Mission and Guiding Principles	Written commitment from Airshed representative (e.g. Membership Form)
9. Pay membership fees	Fees must be paid to be a member in good standing

Process for Membership

The following steps will be followed:

1. An organization seeking membership (the applicant) will provide documentation to the AAC Board demonstrating how it meets the above criteria, as well as a business plan, a monitoring plan and a communication plan. A commitment will be given to pay the membership fee, once accepted as a member. The organization will also identify a designated contact.
2. The AAC Executive Director will review the documentation and discuss any gaps with the applicant, as needed.
3. The AAC Executive Director will provide the information to the AAC Executive Committee, and the Executive Committee will prepare a recommendation to the AAC Board of Directors.
4. The AAC Board will consider the application and the recommendation from the Executive Committee. The applicant may be invited to provide a presentation to the AAC Board.

5. When the Board is in agreement that the applicant meets the membership criteria, the decision will be communicated to the applicant's designated contact.
6. If the Board decides that the applicant does not meet the membership criteria, the decision and any identified gaps will be communicated to the applicant with the indication that they are welcome to re-apply when it is able to demonstrate that it meets the criteria.
7. The AAC Board will make every effort to work with applicants so that they are able to successfully demonstrate that they meet the criteria.

Policy Review

The AAC Board of Directors will review this policy at least every two years.

DECISION SHEET

ITEM: 4.2 **Three Year Review**

ISSUE: The Executive Committee are proposing that the scheduled 2017 Three Year Review be deferred until 2018 to allow the work of the CASA 2.0 group to proceed prior to the review.

BACKGROUND: CASA has various review and strategic planning timelines, which include a three year cycle for reviewing how well the organization is doing in fulfilling its mandate and strategic plan. The bylaws set out this as a requirement but do not set out any detail about what this should consist of. In past cycles this has included sessions with the sectoral caucuses (2014), workshops and major re-writes of the strategic plan (2011) and Board workshops (2008). These have provided helpful insights into areas where further work has been needed and have allowed for some re-focusing of the work that CASA has done. The dates when these are deemed to have occurred are not as clear as might be hoped – in some cases they appear to have been spread over two years so what constitutes the three year window is a little foggy.

The Executive Committee is proposing that, in light of the work that has been undertaken by the “CASA 2.0” group, that the review be held off for a year in order to allow a more thorough and useful review once the work proposed by that group is occurring.

DECISIONS: Defer the scheduled 2017 Three Year Review until 2018.

Status Report

PROJECT/ITEM: 5.1 Non-Point Source (NPS) Project Team

BACKGROUND: Through 2013 and 2014, the Board directed the secretariat to work with various interested stakeholders to scope out potential areas where CASA could provide high-value in addressing non-point source air emissions in Alberta. The NPS Project Charter was designed to strike a balance between addressing regional issues and addressing NPS on a provincial scale with cross-cutting actions and related efficiencies. It reflected what could realistically be accomplished by a CASA project team in approximately 22 months and limited the scope to NPS of PM_{2.5}, and PM_{2.5} and O₃ precursors (SO_x, NO_x, VOCs, and NH₃). The focus was on the Canadian Ambient Air Quality Standards (CAAQS) Framework management levels and the regions and sub-regions where those standards were not being achieved or were close to non-achievement.

The Board approved the NPS Project Charter in September 2014. For funding reasons, the project was not commenced until the fall, 2015.

The project goal and objectives are to:

Project Goal: To help address non-point source air emissions contributing to non-achievement of ambient fine particulate matter and ozone standards in Alberta.

Objective 1: Compile and review information and agree on a common understanding of non-point source air emissions in Alberta.

Objective 2: Identify non-point source air emissions reduction opportunities in Alberta, where CASA's multi-stakeholder approach could add the most value.

Objective 3: Identify and recommend management actions, which could include policy change, to address the highest value non-point source air emissions reduction opportunities in Alberta (from Objective 2).

Objective 4: Develop and implement a strategy and action plan for communicating with and engaging stakeholders and the public.

This work should result in a list of recommended management actions and advice for implementation to address NPS of interest in targeted areas or province-wide.

STATUS: The Non-Point Source (NPS) Project Team, with a large contribution from the Technical Task Group on much of Objective 1, is nearing completion of Objective #2. While still on schedule for completion in September 2017, the timeline for the remaining objectives is aggressive. As a result of this timeline, the success of this project requires continued strong sector support of its participants, resources, and engaged project team members.

While there are caveats regarding the lack of data, the Technical Task Group's final report narrows the number of potentially relevant non-point sources, provides insight as to where to focus and identifies areas of potential future work to expand our knowledge about non-point sources. In the Executive summary, four larger categories of non-point sources common to all or almost all air zones were identified: transportation, construction, road dust, and agriculture. Several region-specific non-point sources were also identified: commercial / residential heating, industrial non-point sources, oil sands and prescribed burning. In all cases, it is indicated what the relevant types of emissions are from each source, specifically primary PM_{2.5}, NO_x, VOCs and NH₃. In the report's discussion, it is noted that where composition data are available for days with elevated PM_{2.5} levels, the majority of the measured PM_{2.5} were the result of secondary formation. This suggests that focusing on those sources with emissions contributing to secondary PM_{2.5} is important. There is also a review of each air zone, which helps to provide further insight.

The NPS Project Team underwent a priority setting exercise to further refine the list of non-point emissions sources provided by the TTG to ensure a manageable scope for the project. The final list of non-point source emissions for which the NPS Project Team will develop a list of recommended management actions for implementers are:

1. Mobile sources
2. Residential wood burning
3. Prescribed burning
4. Agriculture
5. VOCs and gasoline distribution (retail stations and terminals)

Construction and road dust were identified as contributors to air quality and there is a gap in guidance/management strategy. The Project Team will put forward a recommendation for future work in this area but will not complete it through the current NPS project.

Discussions on potential management actions for these sources has begun, particularly for transportation sources with the assistance of an ad hoc transportation subgroup that conducted a screening level review to set the stage for the intensive development of recommendations.

The Communications Subgroup met and developed a draft communications plan with the aim of increasing understanding among CASA stakeholders of this issue and the work of this CASA project team. There have also been meetings with the AEP and AAC to identify synergies and leverage existing communications avenues. The NPS Project Team reviewed and accepted their recommendations and the subgroup is beginning work on development of communications tools.

ATTACHMENTS: None.

Status Report

ITEM: CASA Communications Committee Update

BACKGROUND: The Communications Committee is a standing committee that provides advice to the Secretariat on CASA's communications priorities and activities.

The committee had not met for over year, and the previous meetings have focused on the re-branding and the 20th Anniversary celebration. During most of this time CASA has not had a staff person covering communications. With a communications staff now in place, the committee met in October of 2015. The 2016 communications plan received electronic approval from the board in December 2015 and was presented to the board at the March 2016 board meeting.

The CASA communications is guided by the following principles:

1. Our communication efforts will focus on stakeholders and initiatives.
2. We will encourage informed dialogue between stakeholders and invite feedback wherever possible.
3. We acknowledge the diversity of opinions of our stakeholders.
4. We will use easily understood language that promotes a common understanding of CASA, its goals and accomplishments.
5. We will support members in their role as communicators for CASA.
6. We will evaluate the effectiveness of our communications plans and ensure continuous improvement.
7. Communications related expenditures will be cost effective and focused on results.

Objectives

1. CASA will develop relationships and communications with stakeholders & local MLAs to ensure they know the value of CASA.
2. CASA will provide support and assistance on communication campaigns with its stakeholders through our tools and resources.
3. CASA will participate in Clean Air Day in 2016, piggybacking on the activities of our partners and stakeholders.



STATUS:

The Communications Committee has a new Industry representative from the Canadian Fuels Association, Erin Brophy. Our Government representative has moved to Climate Change, and Charity Wallace will be filling in until his permanent replacement is hired. Because of scheduling issues, the CASA Communications committee will look to reconvene early in 2017 to discuss plans for the New Year.

The CASA website redesign is nearly complete. The new website is working, and final coding is being completed for the back end/member log in. It is the hope that the site will be launched by the time the December board meeting arrives.

A mock-up of the new website can currently be viewed at www.casahome.org/dev

ATTACHMENTS: None.

PLACEHOLDER

ITEM: **6.1 New/Other Business**

ISSUE: At the time of printing there was no other new business.

**CASA Board of Directors
Mailing List**

Member Representative	Alternate	Sector
Brian Ahearn , Vice President – Western Division Canadian Fuels Association 2100, 350 – 7th Avenue SW Calgary Alberta T2P 3N9 Bus: (403) 266-7565 brianahearn@canadianfuels.ca	Peter Noble Imperial Oil PO Box 2480, Station M Calgary, Alberta T2P 3M9 Bus: (587) 228-7010 Fax: (403) 237-2168 Peter.c.noble@esso.ca	Petroleum Products
Leigh Allard President & CEO The Lung Association, AB & NWT P.O.Box 4500, Stn South Edmonton, AB T6E 6K2 1-888-566-5864 x 2241 Fax: (780) 488-7195 lallard@ab.lung.ca	Vacant	NGO Health
Ann Baran Southern Alberta Group for the Environment Box 243 Turin, AB T0K 2H0 Bus: (403) 738-4657 couleesedge1@hotmail.com	Vacant	NGO Rural
Cheryl Baraniecki , Associate Regional Director General, West & North Environment & Climate Change Canada 9250-49 Street Edmonton, Alberta T6B 1K5 Bus: (780) 951-8687 Fax: (780) 495-3086 Cheryl.Baraniecki@ec.gc.ca	Martin Van Olst , Senior Analyst Regional Analysis and Relationships Environment & Climate Change Canada 9250-49 Street Edmonton, Alberta T6B 1K5 Bus:(780)951-8958 Fax: (780)495-3086 Martin.vanOlst@ec.gc.ca	Federal Government
Rob Beleutz , Environmental, Health and Safety Manager Graymont Western Canada Inc. 200, 10991 Shellbridge Way Richmond, BC V6X 3C6 Bus: (604) 249-1911 rbeleutz@graymont.com	Dan Thillman , Plant Manager Lehigh Cement 12640 Inland Way Edmonton, AB T5V 1K2 Bus: (780) 420-2691, Fax: (780) 420-2528 dthillman@lehighcement.com	Mining
Steve Tkalcic Assistant Deputy Minister Oil Sands Division Energy 8th fl Petroleum Plaza NT 9945 - 108 Street Edmonton, AB T5K 2G6 Phone: 780 422-9121 Fax: 780 427-7737 E-mail: steve.tkalcic@gov.ab.ca	Wade Clark Executive Director Resource Land Access Alberta Energy 12th fl Petroleum Plaza NT 9945 - 108 Street Edmonton, AB T5K 2G6 Phone: (780) 427-7426 Fax: (780) 422-3044 E-mail: wade.clark@gov.ab.ca	Provincial Government - Energy
Claude Chamberland , Canadian Association of Petroleum Producers c/o Chamberland Consulting Ltd. #226, 30 Cranfield Link S.E. Calgary, AB T3M 0C4 Cell: (403) 824-6478 claudech@telus.net	Koray Önder , The Canadian Association of Petroleum Producers (CAPP) – Consultant Cell: (403) 618-4486 Koray.Onder@oender.onmicrosoft.com	Oil & Gas – large producers
Brian Gilliland , Manager, International Environmental Affairs, Canada Weyerhaeuser Co. Ltd. 201, 2920 Calgary Trail Edmonton, Alberta T6J 2G8 Bus: (780) 438-2569 Fax: (780) 780-3125	Keith Murray , Director, Forestry & Environment Alberta Forest Products Association 900, 10707 100 Ave. Edmonton, AB T5J 3M1 Bus: (780) 392-0756, Fax: (780) 455-0505	Forestry

Member Representative	Alternate	Sector
brian.gilliland@weyerhaeuser.com	kmurray@albertaforestproducts.ca	
Carolyn Kolebaba AAMDC, Vice President, Deputy Reeve, Northern Sunrise County Box 178 Nampa, Alberta T0H 2R0 Cell: (780) 617-2381, Fax: ckolebaba@aamdc.com	Vacant	Local Government - Rural
David Lawlor , Director of Development NextEra Energy Canada Bow Valley Square 2 205 5th Avenue SW, Suite 3850 Calgary, Alberta, T2P 2V7 Bus: 403-689-6285 david.lawlor@nexteraenergy.com	Vacant	Alternate Energy
Holly Johnson Rattlesnake Samson Cree Nation PO Box 159 Hobema, AB T0C 1N0 Bus: (780) 585-3793 ext. 291, Fax: (780) 585-2256 hjrattlesnake@gmail.com	Vacant	Aboriginal Government – Samson Cree Nation
Terry Rowat , Manager Responsible Care Methanex Corporation P.O. Box 1100 Medicine Hat, AB T1A 7H1 Bus : (403) 527-8141 ext 154 trowat@methanex.com	Greg Moffatt Director, Government and Stakeholder Relations - Western Canada Chemistry Industry Association of Canada Office 613-237-6215 Ext. 230 Cell 403-463-4828 gmoffatt@canadianchemistry.ca	Chemical Manufacturers
VACANT	Dawn Friesen , Executive Director Health Protection Alberta Health 23rd fl Telus Plaza NT 10025 Jasper Avenue Edmonton, AB T5J 1S6 Bus: (780) 415-2818, Fax: (780) 427-1470 dawn.friesen@gov.ab.ca	Provincial Government - Health
Mary Onukem , Environmental Coordinator Métis Settlements General Council Suite 101, 10335-172 Street Edmonton, AB T5S 1K9 Bus: (780) 822-4075, 1(888) 213-4400 monukem@msgc.ca	Vacant	Aboriginal Government - Metis
Chris Severson-Baker , Managing Director Pembina Institute Suite 200, 608 - 7th Street SW Calgary, Alberta T2P 1Z2 Bus: (403) 269-3344 ext. 101, Fax: (403) 269-3377 chrissb@pembina.org	Ruth Yanor Mewassin Community Council Bus : (587) 357-6448 ruth.yanor@gmail.com	NGO Industrial
David Spink , Environmental Sciences and Policy Consultant Prairie Acid Rain Coalition 62 Lucerne Crescent St. Albert, AB T8N 2R2 Bus: (780) 458-3362, Fax: (780) 419-3361 dspink@shaw.ca	Bill Calder Prairie Acid Rain Coalition 139 Calico Drive Sherwood Park, AB T8A 5P8 Bus: (780) 464-9996 bacalder@telusplanet.net; bacalder@icloud.com	NGO Urban

Item 6.2 – CASA Board Mailing List

Member Representative	Alternate	Sector
Rich Smith , Executive Director Alberta Beef Producers 165, 6815 - 8th Street NE Calgary, AB T2E 7H7 Bus: (403) 451-1183, Fax: (403) 274-0007 richs@albertabeef.org	Humphrey Banack Alberta Federation of Agriculture RR #2 Camrose, AB T4V 2N1 Bus: (780) 672-6068 Fax: (780)679-2587 gumbo_hills@hotmail.com	Agriculture
Scott Wilson , Senior Policy Analyst Advocacy and Community Services Alberta Motor Association Box 8180, Station South Edmonton, AB T6J 6R7 Bus: (780) 430-5523 Fax: (780) 430-4861 scott.wilson@ama.ab.ca	Vacant	Consumer/Transportation
Andre Corbould , Deputy Minister Alberta Environment & Parks 11 th Floor, South Petroleum Plaza 9915 – 108 Street Edmonton, Alberta, T5k 2G8 Bus: (780) 427 1799, Fax (780) 427-0923 Andre.corbould@gov.ab.ca	Rick Blackwood , Assistant Deputy Minister Alberta Environment & Parks 11th Floor, South Petroleum Plaza 9915 - 108 Street Edmonton, Alberta T5K 2G8 Bus: (780) 427-1139, Fax: (780) 427-8884 rick.blackwood@gov.ab.ca	Provincial Government - Environment
Jim Hackett , Director Health, Safety Security & Environment ATCO Power 800, 919 - 11 Avenue S.W. Calgary, AB T2R 1P3 Bus: (403) 245-7408, Fax: (403) 209-6920 jim.hackett@atcopower.com	Ahmed Idriss , Senior Advisor, Environment Policy Capital Power Corporation 11th Floor Epcor Tower 1200, 10423 - 101 street Edmonton, Alberta T5H 0E9 Bus: (780) 392-5172, Fax: (780) 382-5140 Aldriss@capitalpower.com	Utilities
Vacant	Vacant	Local Government – Urban
Keith Denman , Executive Director Clean Air Strategic Alliance 10 th Floor, Centre West 10035-108 Street Edmonton, Alberta T5J 3E1 Bus: (780) 644-5160, Fax: (780) 422-1039 kdenman@casahome.org		
Vacant	Vacant	Oil & Gas – small producers

*****Board Members with Different Courier Addresses:

Leigh Allard

**Clean Air Strategic Alliance
List of Stakeholder Groups and Representatives**

Stakeholder Group	Sector	Member	CASA Board Representative	
			Director, Association/Affiliation	Alternate Director, Association/Affiliation
Industry	Petroleum Products	Canadian Fuels Association (formerly CPPI)	Brian Ahearn , Vice President – Western Division Canadian Fuels Association	Peter Noble – Senior Regulatory Affairs Manager Imperial Oil
NGO	NGO Health	The Lung Association - Alberta & NWT	Leigh Allard , President & CEO The Lung Association - Alberta & NWT	Vacant
NGO	NGO Rural	Southern Alberta Group for the Environment	Ann Baran Southern Alberta Group for the Environment	Vacant
Industry	Mining	Alberta Chamber of Resources	Rob Beleutz , Environmental, Health and Safety Manager Graymont Western Canada Inc.	Dan Thillman , Plant Manager Lehigh Cement
Government	Federal	Environment Canada	Cheryl Baraniecki , Associate Regional Director General, West & North Environment Canada	Martin Van Olst , Senior Analyst Environment Canada
Government	Provincial Government – Energy	Alberta Energy	Steve Tkalcic Assistant Deputy Minister Oil Sands Division Alberta Energy	Wade Clark , Executive Director Resource Land Access Alberta Energy
Industry	Oil & Gas – Large Producers	Canadian Association of Petroleum Producers	Claude Chamberland , Canadian Association of Petroleum Producers	Koray Onder , Canadian Association of Petroleum Producers
Industry	Forestry	Alberta Forest Products Association	Brian Gilliland , Manager International Environmental Affairs Weyerhaeuser Co. Ltd.	Keith Murray , Director Environmental Affairs Alberta Forest Products Association
Government	Local Government - Rural	Alberta Association of Municipal Districts & Counties	Carolyn Kolebaba , VP (Deputy Reeve, Northern Sunrise County) AAMDC	Vacant
Industry	CRAZ		David Lawlor , Director of Development NextEra Energy Canada	Vacant
Aboriginal Government	First Nations	Samson Cree Nation	Holly Johnson Rattlesnake Samson Cree Nation	Vacant
Industry	Chemical Manufacturers	Chemistry Industry Association of Canada (CIAC)	Terry Rowat , Manager Methanex Corporation	Greg Moffatt , Director Government Stakeholder Relations – Western Canada Chemistry Industry Association of Canada

**Clean Air Strategic Alliance
List of Stakeholder Groups and Representatives**

Government	Provincial Government – Health	Alberta Health	Vacant	Dawn Friesen , Executive Director Health Protection Alberta Health
Aboriginal Government	Métis	Métis Settlements General Council	Mary Onukem , Environmental Coordinator Métis Settlements General Council	Vacant
NGO	NGO Industrial	Pembina Institute	Chris Severson-Baker , Managing Director Pembina Institute	Ruth Yanor Mewassin Community Council
NGO	NGO Urban	Prairie Acid Rain Coalition	David Spink Prairie Acid Rain Coalition	Bill Calder Prairie Acid Rain Coalition
Industry	Agriculture	Alberta Beef Producers	Rich Smith , Executive Director Alberta Beef Producers	Humphrey Banack Alberta Federation of Agriculture
NGO	Consumer Transportation	Alberta Motor Association	Scott Wilson , Senior Policy Analyst Alberta Motor Association	Vacant
Government	Provincial Government – Environment	Alberta Environment Sustainable Resource Development	Andre Corbould , Deputy Minister Alberta Environment and Parks	Rick Blackwood , Assistant Deputy Minister Alberta Environment and Parks
Industry	Utilities	TransAlta Corporation	Jim Hackett , Director, Health, Safety, Security & Environment ATCO Power	Ahmed Idriss , Senior Advisor, Environment Policy Capital Power Corporation
Government	Local Government – Urban	Alberta Urban Municipalities Association	Vacant	Vacant
Industry	Oil & Gas – Small Producers	Vacant	Vacant	Vacant

CASA Project Team & Committee Membership*November 24, 2016*

CASA 2.0 Working Group			
First Name	Last Name	Organization Name	Title
Ahmed	Idriss	Capital Power	Member
Andrew	Reid	Pembina Institute	Member
Bill	Calder	Prairie Acid Rain Coalition	Member
Chris	Severson-Baker	Pembina Institute	Member
David	Spink	Prairie Acid Rain Coalition	Member
Peter	Noble	ESSO	Member
Raquel	Feroe	Alberta Environmental Network	Member
Rhonda Lee	Curran	Alberta Environment and Parks	Member

Non Point Source Project Team			
First Name	Last Name	Organization Name	Title
Alison	Miller	Imperial Oil Ltd. / CAPP (CIAC)	Member
Andrew	Read	Pembina Institute	Member
Atta	Atia	Alberta Agriculture and Forestry	Member
Bill	Calder	Prairie Acid Rain Coalition	Member
Bob	Scotten	Alberta Airsheds Council (AAC)/West Central Airshed Society	Member
Brian	Ahearn	Canadian Fuels Association	Corresponding Member
Brian	Free	Alberta Environment and Parks	Corresponding Member
Chandra	Thomas	City of Edmonton	Corresponding Member
David	Lawlor	Calgary Region Airshed Zone (CRAZ/AAC)	Member
David	Spink	Prairie Acid Rain Coalition	Member
Fiona	Slessor	Alberta Environment and Parks	Alternate
Jim	Hackett	ATCO Power Canada Ltd.	Member
Karen	Raven	Alberta Agriculture and Forestry	Alternate
Karla	Reesor	Alberta Airsheds Council (AAC)	Member
Katie	Duffett	CASA	Project Manager
Mandeep	Dhaliwal	Calgary Region Airshed Zone (CRAZ/AAC)	Alternate
Martin	Van Olst	Environment & Climate Change Canada	Member

Matt	Dance	CASA	Project Manager
Nadine	Blaney	Alberta Airsheds Council (AAC)	Member
Rhonda Lee	Curran	Alberta Environment and Parks	Member
Rich	Smith	Alberta Beef Producers	Alternate
Rob	Hoffman	Canadian Fuels Association	Member
Ruth	Yanor	Mewassin Community Council	Member
Scott	Wilson	Alberta Motor Association	Member
Steve	Marshman	Alberta Canola Association	Member
Susan	Valentine	Alberta Association of Municipal Districts & Counties	Corresponding Member
Tasha	Blumenthal	Alberta Association of Municipal Districts & Counties	Member
Non-Point Source Communications			
First Name	Last Name	Organization Name	Title
Andrew	Reid	Pembina Institute	Member
Heather	Landiak	Alberta Agriculture and Forestry (Communications)	Member
Karla	Reesor	Alberta Airsheds Council	Member
Katie	Duffett	CASA	Project Manager
Matt	Dance	CASA	Project Manager
Ruth	Yanor	Mewassin Community Council	Member
Tasha	Blumenthal	Alberta Association of Municipal Districts and Counties	Member
Non-Point Source Transportation Task Group			
First Name	Last Name	Organization Name	Title
Bill	Calder	Prairie Acid Rain Coalition	Member
Corinna	Mulyk	Alberta Transportation	Member
David	Spink	Prairie Acid Rain Coalition	Member
John	Englert	Alberta Transportation	Member
Katie	Duffett	CASA	Project Manager
Matt	Dance	CASA	Project Manager
Rhonda Lee	Curran	Alberta Environment and Parks	Member
Rupesh	Patel	Alberta Transportation	
Ruth	Yanor	Mewassin Community Council	Member
Scott	Wilson	Alberta Motor Association	Member
Steve	Marshman	Rocking Horse Inc.	Member

Non-Point Source Technical Task Group			
First Name	Last Name	Organization Name	Title
Bob	Myrick	Alberta Environment and Parks (Monitoring and Science)	Member
David	Spink	Prairie Acid Rain Coalition	Member
Frauke	Spurrell	Alberta Environment and Parks	Member
Ike	Edeogu	Alberta Agriculture and Forestry	Member
Mandeep	Dhaliwal	Calgary Region Airshed Zone/AAC	Member
Martin	Van Olst	Environment & Climate Change Canada	Member
Patrick	Anderson	West Central Airshed Society/AAC	Member
Randy	Angle	Prairie Acid Rain Coalition	Member
Rhonda Lee	Curran	Alberta Environment and Parks	Member
Richard	Melick	Alberta Environment and Parks	Member
Victoria	Pianarosa	Parkland Fuel Corporation	Member
Performance Measures Committee			
First Name	Last Name	Organization Name	Title
Ruth	Yanor	Mewassin Community Council	Member
Communications Committee			
First Name	Last Name	Organization Name	Title
Ann	Baran	Southern Alberta Group for the Environment	Member
Cara	McInnis	CASA	Coordinator
Charity	Wallace	Alberta Environment and Parks	Member
Erin	Brophy	Canadian Fuels Association	Member
Ruth	Yanor	Mewassin Community Council	Member



10035 108 ST NW FLR 10
EDMONTON AB T5J 3E1
CANADA

Meeting: CASA Board Meeting
Date of meeting: December 8, 2016
Meeting place: McDougall Centre
Rosebud Room
455 6 St SW Calgary, AB T2P 4A2

1. Were the objectives as listed in the agenda accomplished? Yes
No

2. The objectives we did not accomplish are:

3. How can future meetings be improved?

4. Did the board book (decision sheets, attachments, reports) provide you with the information needed to make informed decisions? Yes
No

5. Do you have any other feedback you would like the Executive Committee to consider? Yes
No

Comments/Suggestions:

6. How do you feel about the value of this meeting for the time you spent here?

Comments/Suggestions:

7. Do you feel the caucus meeting added value to the meeting?

Yes
No

Comments/Suggestions:

Name (optional): _____