

Memorandum



Date: August 27, 2013
From: Norman MacLeod, Executive Director
To: CASA Directors & Alternates
Subject: Board Briefing Package for September 19, 2013

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Please find attached the draft agenda and briefing materials for the regular meeting of the CASA Board of Directors, which is scheduled from **9:00 a.m. to 1:00 p.m.** on Thursday, September 19, 2013.

CASA will be hosting a board reception with appetizers and beverages on the evening of Wednesday, September 18th. Details for our reception and our board meeting are below.

Board Reception

Date: September 18, 2013
Time: 7:00 p.m. to 9:00 p.m.
Location: Saltlik (downstairs cocktail room)
101 - 8th Avenue S.W., Calgary

Board Meeting

Date: September 19, 2013
Time: 9:00 a.m. to 1:00 p.m.
Location: McDougall Centre – Rosebud Room
455 – 6th Street S.W., Calgary

We look forward to seeing you in Calgary.

Norm MacLeod
780-427-9793

September 19, 2013

Board of Directors Meeting

ABOUT CASA

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.

Mission:

The Clean Air Strategic Alliance is a multi-stakeholder alliance composed of representatives selected by industry, government and non-government organizations to provide strategies to assess and improve air quality for Albertans, using a collaborative consensus process.

Administration

Strategic Planning

Project Management

Government Initiatives

Communications

New/Other Business

**Clean Air Strategic Alliance – Board Meeting
McDougall Centre – Rosebud Room
455 – 6th Street S.W.
Calgary, Alberta**

**September 19, 2013
Draft Agenda**

	1.0	ADMINISTRATION	1
9:00 – 9:30 (30 min)	1.1	Convene Business Meeting and Approve Agenda <i>Objective: Convene business meeting and approve agenda.</i>	
	1.2	Minutes and Action Items from June 6, 2013 <i>Objective: Approve minutes from the June 6, 2013 board meeting.</i>	
	1.3	New Representatives <i>Objective: Introduce and welcome new CASA board representatives.</i>	
	1.4	Executive Director’s Report/Financial Statements <i>Objective: Receive a report on secretariat activities, income and expense statements and provide any feedback.</i>	
	2.0	STRATEGIC PLANNING	2
9:30 – 10:00 (30 min)	2.1	Risk Management Plan <i>Objective: Hear an update on the development of a Risk Management Plan to be appended to CASA’s Strategic Plan.</i>	
	3.0	PROJECT MANAGEMENT	3
10:00 – 10:30 (30 min)	3.1	Status Reports <i>Objective: To receive information on project activity.</i> <ul style="list-style-type: none"> • Electricity Framework Review • Non-point Source Air Emissions • Odour Management Team 	
10:30 – 10:45 (15 min)		BREAK	
	4.0	GOVERNMENT INITIATIVES	4
10:45 – 11:45 (1 hr)	4.1	Government Initiatives <i>Objectives: Provide an update for CASA members on government initiatives that are directly related to CASA’s work.</i>	
	5.0	COMMUNICATIONS	5
11:45 – 11:55 (10 min)	5.1	CASA’s 20 Year Celebration <i>Objective: Hear an update on the planning of CASA’s 20 year celebration in 2014.</i>	

	6.0	NEW/OTHER BUSINESS	6
11:55 – 12:00 (5 min)	6.1	New/Other Business <i>Objective: Introduce new business and/or complete any unfinished business of the day.</i>	
	6.2	Updated Mailing and Membership Lists <i>Objective: Provide up-to-date information on CASA board members.</i>	
	6.3	Evaluation Forms <i>Objective: Provide time for board members to fill out their evaluation forms.</i>	
12:00 – 1:00 (1 hr)		LUNCH	

DECISION SHEET

ITEM: 1.2 Minutes and Action Items from June 6, 2013

ISSUE: Minutes from the June 6th board meeting are subject to approval.

STATUS: Members have received the minutes from the June 6, 2013 board meeting and are invited to report any errors or omissions to the board at its September 19th regular meeting. Board members will be asked to give final approval to the minutes of June 6, 2013 and the final version will be posted to the website as per usual practice.

At the March 29, 2012 meeting it was agreed that the board action items be reviewed immediately following the minutes.

ATTACHMENTS:

- A. Draft meeting minutes from June 6, 2013 board meeting.
- B. Board Action Items
- B1. Explanatory Note for the CASA Board on Performance Measurement

DECISIONS: Approve the minutes from the June 6, 2013 board meeting.

Draft Minutes

CASA Board of Directors

June 6, 2013

Edmonton, Alberta

In attendance:

CASA Board Members and Alternates:

Brian Ahearn, Petroleum Products
Leigh Allard, NGO Health
Humphrey Banack, Agriculture
Ann Baran, NGO Wilderness
Elise Bieche, Oil and Gas Large Producers
Rick Blackwood, Provincial Government
Environment
Tom Burton, Local Government Rural
Bill Calder, NGO Urban
Martin Chamberlain, Provincial Government
Energy
Dawn Friesen, Provincial Government Health
Brian Gilliland, Forestry
Jim Hackett, Utilities
Holly Johnson-Rattlesnake, Aboriginal
Government First Nations
David Lawlor, Alternate Energy
Yolanta Leszczynski, Chemical Manufacturers
Keith Murray, Forestry
Al Schulz, Chemical Manufacturers
Chris Severson-Baker, NGO Pollution
Rich Smith, Agriculture
David Spink, NGO Wilderness
Dan Thillman, Mining
Don Wharton, Utilities
Tim Whitford, Local Government Urban
Scott Wilson, NGO, Consumer Transportation
Ruth Yanor, NGO Pollution

CASA Secretariat:

Kaylyn Airey
Karen Bielech
Celeste Dempster
Alison Hughes
Robyn Jacobsen
Norman MacLeod
Michelle Riopel
Struan Robertson
Karen Sigurdson

Presenter:

Guests:

Linda Jabs, ESRD
Ruth Mitchell, Alberta Health
Merry Turtiak, Alberta Health
Sharon Willianen, ESRD

Regrets:

Cindy Christopher, Petroleum Products
Carolyn Kolebaba, Local Government Rural
Neil MacDonald, Provincial Government
Health
Audrey Murray, Provincial Government
Energy
Mike Norton, Federal Government
Mary Onukem, Aboriginal Government Métis
Janis Seville, NGO Health
Don Szarko, NGO, Consumer Transportation
Martin Van Olst, Federal Government
Dana Woodworth, Provincial Government
Environment

Kaylyn Airey, CASA (*Items 3.1 and 5.1, SOO Non-point Sources & Communications Update*)

**Clean Air Strategic Alliance
Board of Directors Meeting
June 6, 2013**

Executive Summary

The CASA Board welcomed the following new members: Elise Bieche from CAPP, Rick Blackwood from Alberta Environment and Sustainable Resource Development (ESRD) and Scott Wilson from the Alberta Motor Association. Chris Severson-Baker was re-affirmed as CASA Vice-president until June 2015.

CASA will be concentrating on two new projects over the next two years: Odour Management and the 2013 Electricity Framework Review. A third may be added, subject to the outcome of board discussions regarding non-point source emissions. Planning for CASA's 20th anniversary in 2014 has also been initiated. Funding is in place to sustain CASA until the end of March 2015. Michelle Riopel has joined the secretariat as their newest project manager.

CASA has completed a number of communication activities including participation in the Edmonton Environment Week celebrations and a presentation showcasing CASA and its work at the 2013 Pathways 2 Sustainability Conference in Calgary. Work continues on the development of CASA's online community of practice and increasing CASA's social media presence.

A statement of opportunity (SOO) on the management of non-point source emissions (NPS) was presented to the board for review and approval. There was general agreement that the management of NPS air emissions is an important issue that needs to be addressed, provided that agreement can be reached on the focus and scope of proposed work. To further explore the possibility of convening a CASA project team, the Board agreed to convene a one day workshop in the Fall. The workshop will explore potential areas of work for a *Non-Point Source Air Emissions* project team and develop advice for the Board's consideration.

**Clean Air Strategic Alliance
Board of Directors Meeting
June 6, 2013**

Draft Minutes

2 Administration

2.1 Convene Business Meeting and Approve Agenda

David Lawlor convened the meeting at 9:30 a.m. and the agenda was approved by consensus with the amendment that items 5.1 (Communications) and 4.1 (Project Status) would be heard before item 3.1 (Non-point Sources Statement of Opportunity).

2.2 Minutes and Board Action Items from March 27, 2013

The board approved the minutes by consensus with the following corrections:

- Bill Calder should be identified as an alternate director on page two.
- “Schultz” should be spelled as “Schulz”.

Action Item 2.4 - Carry forward: The Secretariat has completed an initial draft of the discussion paper regarding the measurement of the effectiveness of CASA project team recommendations and will bring it forward for the board’s consideration in September.

2.3 New Representatives

The board welcomed the following new members and invited them to introduce themselves:

- **Elise Bieche**, Manager of National Air Issues at the Canadian Association of Petroleum Producers (CAPP) was appointed at the March 27 board meeting as the alternate director representing Industry, Oil and Gas Large Producers. Today was her first opportunity to address the board. She is responsible for handling national air issues for CAPP (e.g. provincial regulatory issues and the federal Air Quality Management Strategy). She joined CAPP about a year ago and was previously employed with Encana for 10 years as an Advisor in Corporate Responsibility.
- **Rick Blackwood** has been appointed to replace Bev Yee as the alternate director representing Provincial Government Environment. He is ESRD’s Assistant Deputy Minister (ADM) of the Strategy Division. Over the course of his career, Rick has held a variety of senior management positions within the department, including ADM of Fish and Wildlife and General Manager of the Foothills Model Forest.
- **Scott Wilson** has been appointed as an alternate director representing Consumer Transportation. He is the Senior Policy Analyst at the Alberta Motor Association and has experience working on continuous improvement initiatives and the Air Quality Committee.

Peter Darbyshire has resigned as the director of Industry Mining. A replacement will be named at a future meeting.

Biographies for Elise Bieche and Bill Calder were provided as they were not previously available.

2.4 CASA Executive Committee Membership

The CASA Executive Committee consists of a representative from each stakeholder group: government, industry and non-government. Vice-presidents serve an initial one-year term and may be re-appointed for an additional two-year term. The term for Chris Severson-Baker expires in June 2013, and he has been serving as a vice-president since June 2012. The NGO caucus recommended that Chris Severson-Baker remain as a CASA vice-president for an additional two-year term.

By consensus, the board re-affirmed Chris Severson-Baker as vice-president of CASA until June 2015.

2.5 Executive Director's Report/Financial Statements

Over the next two year horizon, CASA has refocused its agenda to address a smaller number of projects in a more effective and timely manner. The Board recently approved two major initiatives (2013 Electricity Framework Review and Odour Management) and work has already begun on both projects. CASA has hired Michelle Riopel as a third Project Manager, equipping the secretariat to support a third major project, subject to discussion and approval from the board. A Statement of Opportunity for CASA to conduct work on non-point source emissions will be presented today. CASA has been refining the process to initiate and manage projects through the Guide to Managing Collaborative Processes and will continue to make adjustments as necessary.

CASA's 20-year anniversary is coming up in March 2014. The Secretariat has started discussions with stakeholders to determine the best way to mark this milestone. Planning will continue throughout 2013. The Communications Committee will likely be seeking external funds to sponsor events that exceed CASA's limited communications budget.

Knowing that core funding is in place for approximately 24 months provides a solid foundation for project support and budgeting. The longer the financial planning horizon, the better limited funds can be allocated and the better reserve funds can be managed, considering both liquidity requirements and return on investments. Norm referred board members to Attachment B for more financial details. A member noted that the balance shown for the end of 2014 on this attachment (\$166,908) is still quite low, representing a decline from previous years. Norm acknowledged that this is correct, but indicated that there are sufficient funds to provide Secretariat support for planned project team work until that time. Additional funding will be required to undertake project-specific research. The board will be kept apprised of CASA's financial status.

5 Communications

5.1 Communications Update

Kaylyn Airey provided the board with an update on the Communications Committee's activities.

- *Edmonton Environment Week:* CASA’s participation in the 2013 Environment Week festivities consisted of working with the planning committee and hosting an activity table at the kick-off celebration on June 1. Photos of the event will be posted on CASA’s Flickr account as soon as possible. Educational materials for Clean Air Day were developed in partnership with the Lung Association to make better use of allocated resources..
- *Community of Practice:* A pilot version of CASA’s online forum is anticipated for the summer of 2013, with a launch in the fall. The forum will be designed around the content in CASA’s Guide to Managing Collaborative Processes with a focus on Air Quality discussion topics.
- *Social Media:* By engaging in an exercise in crowd sourcing, CASA won one of 10 opportunities to speak at the Pathways 2 Sustainability Conference in Calgary attended by 400 people last week. Robyn Jacobsen made the presentation showcasing “CASA - through the participant’s eyes”.
- *CASA’s 20 Year Celebration:* Kaylyn sought direction from board members on the focus/activities/priorities related to the celebration of CASA’s 20th anniversary, which will include three components: Reunion, Keepsake, and Legacy. Members brainstormed possible options for these components, as well as outcomes for the secretariat to work towards. Next year is also the Lung Association’s 75th anniversary, which presents a good partnership opportunity. The Communications Committee will work to develop a comprehensive plan for the celebration by incorporating Board suggestions.

4 Project Management

4.1 Status Reports

The Board was directed to the status reports in the Board binder.

CASA & AAC Joint Standing Committee (JSC): ESRD staff is working with Ernie Hui to prepare a response to the letter submitted by the JSC in April 2013. The letter invited the environmental monitoring agency to meet regularly with the JSC and asks how the JSC could most effectively provide input to the new agency.

Odour Management Team: The 1.5 day kick-off meeting took place in Red Deer on June 4-5. Day 1 focused on providing the team with an orientation to CASA and the CASA process, developing team ground rules, and preparing tools and solutions to address upcoming team challenges. Having laid a solid foundation for success, Day 2 was directed at discussing the implementation of the project charter, reviewing team membership and the co-chair selection process, and discussing the team’s work plan and next steps. The feedback received from participants after the meeting was very positive. Board members who participated in the meeting indicated that the format of the 1.5 day kick-off event provides a useful template for future teams. The team is planning three meetings between now and September.

3 Statement of Opportunity

2.1 The Management of Non-Point Source Air Emissions in Alberta

Kaylyn presented the non-point source statement of opportunity (SOO) to the Board. An initial draft of this SOO was distributed to interested stakeholders in April 2013, and their feedback shaped the revised SOO presented to the Board. Feedback received from stakeholders included:

- Vehicle emissions are one component of NPS, and may not require further exploration
- Developing a systems map would provide jurisdictional clarity and may identify opportunities for improved management
- Defining the project's scope will ensure that the project remains focused on agreed priorities.

Related initiatives, including the GoA's Clean Air Strategy (CAS) and the Canadian Council of Ministers for the Environment's Mobile Sources Working Group, were also taken into account.

This initiative is currently in Step 1 – Screening, as described in CASA's new *Guide to Managing Collaborative Processes*. Subject to Board approval, the next phase would be Step 2 – Scoping, with a working group developing a project charter.

Discussion:

- There was general agreement that the management of NPS air emissions is an important issue that needs to be addressed, but questions remain with respect to focus and priority..
- There is a need to clarify the extent to which non-point sources are a priority for the GoA. GoA indicated that while NPS is included in the CAS, the CAS action plan spans a 10-year period.
- Questions were raised with respect to the way in which CASA can add value to the direction provided in the CAS. This might take the form of identifying and refining potential areas of work and/or documenting existing tools and work being done.
- There was discussion regarding the need for a clear champion for this project.
- CASA should avoid duplication of existing work, including the Environment Canada emissions forecast and the work of airsheds.
- The project will need to consider the regionalized nature of NPS. It would be helpful if recommendations developed on a provincial scale could be applied at a regional level.
- There was a suggestion that the NPS issue should be tabled until there is a stronger driver and more clarity of purpose. After further discussion the Board agreed to convene a one day workshop to explore potential areas of work for a *Non-Point Source Air Emissions* project team. This work would normally be done by a Working Group, however, the complex nature of the issue suggests that a workshop might broaden understanding and support among interested parties.
- The workshop was characterized as an interim step to provide advice for the Board's consideration, to help members determine if NPS is an appropriate issue for CASA

By consensus the board directed the CASA Secretariat to convene a one day workshop on non-point source air emissions, scheduled for the fall of 2013. The intended outcome of the workshop is to provide advice for the Board's consideration on how to proceed.

To further clarify this decision, the board discussed the following:

- This workshop is to be planned and facilitated by the Secretariat, and supported by the Government of Alberta (GoA).

- The workshop will be scheduled for the fall of 2013 to allow the GoA the time needed to clarify internal thinking on their priorities for non-point source emissions and linkages to the Clean Air Strategy (CAS). Other stakeholders may have a similar need.
- Funding for this workshop will be covered by CASA's existing 2013 budget.
- The board's guidance may be requested on workshop objectives, deliverables, and/or a draft agenda.

Action: Secretariat to organize a workshop to be held in the fall of 2013. Draft workshop key objectives and deliverables should be circulated to board members for comments, and pre-reading material including existing data must be distributed for review before the workshop.

6 New/Other Business

6.1 New/Other Business

No new/other business was introduced.

6.2 Updated Board Mailing and Membership Lists

Members were asked to provide the secretariat with up-to-date information on CASA board membership.

6.3 Project Team and Committee Membership Lists

Project team and committee membership lists were provided.

6.4 Evaluation Forms

Members were asked to complete evaluation forms for the June 6, 2013 meeting. These responses are valued and will be reviewed by the Executive Committee at its next meeting.

The meeting adjourned at 11:55 a.m.

The next CASA board meeting will be on September 19, 2013 in Calgary.

Board Action Items For Discussion – June 6, 2013

Action items	Meeting	Status
<p>2.1 – Management of the Non-point Source Air Emissions in Alberta Secretariat to organize a workshop to be held in the fall of 2013. Draft workshop key objectives and deliverables should be circulated to board members for comments, and pre-reading material including existing data must be distributed for review before the workshop.</p>	June 6, 2013	Ongoing.

Carried Forward Action Items

Action items	Meeting	Status
<p>6.2 – Review of CASA’s Membership The board asks that the Executive Committee prepare a proposal for reviewing CASA membership to be presented at the December 2012 meeting.</p>	September 27, 2012	Completed.
<p>2.3 – Other Project Management Candidates Bev Yee to discuss with her colleagues which of the projects discussed is a higher priority for the provincial government—non-point source emissions (NPS) or an Air Quality Management Framework, in preparation for the upcoming Statement of Opportunity discussion about NPS.</p>	March 27, 2013	Completed.
<p>2.4 – Performance Measures Committee Secretariat to provide board with a discussion paper regarding the measurement of the effectiveness of recommendations.</p>	March 27, 2013	For presentation at the September 19 th Board meeting. (See attached B1)

Explanatory Note for the CASA Board

Performance Measurement – Measuring the overall effectiveness of CASA team recommendations

At the March 2013 Board meeting, the Board asked the Secretariat to prepare an explanatory note outlining how the new Performance Measurement Strategy will approach the measurement of the effectiveness of CASA team recommendations.

“Performance Measure 3” is an annual calculation to determine the extent to which CASA recommendations were implemented four years after their approval by the CASA Board. This measure looks at implementation of recommendations but may not reflect the effectiveness of a recommendation in improving air quality in Alberta.

It is calculated using a questionnaire which asks implementers to rate the overall implementation of a recommendation on a scale from 0 (no work done) to 10 (completely implemented) and provide reasoning. If there is more than one implementer for a single recommendation, then the ratings are averaged. Implementers are asked to rate only those recommendations that are substantive – meaning that the product of the recommendation relates directly to air quality or air quality management – rather than recommendations that focus on operational or administrative products, such as fund raising or appointing directors, or that are only one step on the way to a final air quality product.

Under the new Performance Measurement Strategy, which was developed by the Performance Measures Review Working Group and subsequently approved by the Board in December 2012, an additional metric has been added to look at the overall effectiveness of recommendations from CASA teams. This indicator measures the impact of completed project team work by asking the project team, before they disband, to identify a specific metric to measure the overall success of the team’s work 5 years in the future. Ie. if all our recommendations are implemented, we hope that in 5 years the sum of this project team’s work will achieve [blank].

It is difficult to measure the direct impact of a single recommendation since there may be many factors that influence air quality. As a proxy, CASA tracks certain air quality trends, which are reported every 3 years, in order to monitor changes in air quality in Alberta over time:

- Annual average ambient concentrations of: NO₂, SO₂, PM_{2.5}, H₂S, O₃, benzene, and wet acid deposition
- Annual peak concentrations of: NO₂, SO₂, PM_{2.5}, H₂S, O₃, and benzene
- Percent hourly exceedances of: NO₂, SO₂ and H₂S
- Percentage of stations assigned to action levels defined by the CASA Particulate Matter and Ozone Management Framework based on annual three-year data assessments completed by Alberta Environment
- Annual total emissions from power generation for NO_x, SO_x, PM_{2.5}, and mercury
- The change in flaring and venting associated with solution gas, well test and coalbed methane

INFORMATION SHEET

ITEM: 1.3 New Representatives

ISSUE: Two new directors have been chosen by their respective member organizations as representatives on the CASA board.

STATUS: **Rob Beleutz**, Environmental, Health and Safety Manager, Graymont Western Canada Inc. has been appointed as the director representing Industry – Mining. Peter Darbyshire previously held the position until his retirement in April 2013.

Christine Best, Acting Associate Regional Director General, Environment Canada has been appointed to replace Mike Norton as the director representing Federal Government. Christine will be in this role until October 2013 while Environment Canada works to find a permanent replacement.

A biography for Scott Wilson is included as it was not previously available.

ATTACHMENTS: A. Biography of New Member(s)

Biography

Director

Rob Beleutz
Environmental, Health and Safety Manager
Graymont Western Canada Inc.

Rob Beleutz, AScT, EP (CEA) is an environmental, health and safety manager with Graymont. Rob is based out of the company's head office in Richmond, British Columbia and responsible for providing corporate and regional environmental, health, and safety support for lime manufacturing, limestone quarries and a landfill operation.

Rob is an Environmental Professional and Lead Environmental Auditor that specializes in the development and implementation of environmental and safety management systems. Also a regulatory specialist, Rob has over 27 years of experience in the environmental and safety fields working in government, consulting and industry. Rob's areas of expertise include: greenhouse gas management strategies; hazardous waste and waste management; environmental assessments; incident investigation; transportation of dangerous goods; landfill management; and emergency planning.

Biography

Director

Christine Best
Acting Associate Regional Director General
Environment Canada

Christine obtained her degree in Physics and Physical Geography from the University of Toronto in 1989. She joined Environment Canada in 1999 as a meteorologist and moved quickly into corporate planning and secretariat roles and then on to manage the Strategic Capital fund for the Meteorological Service.

After a two-year stint as a senior analyst with the Management Board Secretariat with the Province of Ontario (2001-2003), Christine returned to Environment Canada as the Manager of the national Radar Program. In 2010, Christine was appointed as the Regional Director, Weather and Environmental Operations for the Meteorological Service in Prairie and Northern Region.

Christine is currently acting as the Associate Regional Director General for Environment Canada, West and North.

Biography

Alternate Director

**Scott Wilson
Senior Policy Analyst
Alberta Motor Association**

Scott Wilson is the Senior Policy Analyst for Advocacy and Community Services of the Alberta Motor Association (AMA). Scott joined AMA in 1988 to provide research support for the Association's Government Affairs Department relating to traffic safety and a variety of automotive consumer related issues.

Scott has experience in the development, implementation and evaluation of road safety initiatives and managed AMA's delivery of the province-wide Alberta Impaired Drivers' Program for convicted impaired drivers. Scott's current role encompasses AMA's public policy research and development, and providing support for AMA's advocacy activities and community service programs relating to traffic safety, crime prevention, consumer protection and the environment as it relates to auto-mobility. In addition, he supports the activities of AMA's six Regional Advisory Boards and two Provincial Boards with issues identification and prioritization and the interpretation of existing policies and positions.

Scott has represented AMA on a number of external groups such as the Provincial Impaired Driving Committee, Alberta Traffic Safety Plan, and the Canadian Automobile Association Public Affairs Team, among others. He currently participates on the Grant Review Committee of the Alberta Traffic Safety Fund, the Engineering Sub-Committee of the Alberta Traffic Safety Plan, and the Clean Air Strategic Alliance (CASA). Previously, Scott has participated on CASA's Pollution Prevention and Continuous Improvement working group and, more recently, its Vehicle Emissions team.

INFORMATION SHEET

ITEM: 1.4 **Executive Director's Reports and Financial Statements**

BACKGROUND: The Board is provided with regular reports from the Executive Director at each Board meeting. At the September board meeting, the Board usually receives a mid-year budget update.

ISSUE: 1. **Executive Director's Reports**

ATTACHMENTS:

- A. Executive Directors Report
- B. Legal Requirements - June 30, 2013
- C. Stakeholder Support – June 30, 2013

ISSUE: 2. **Financial Reports**

ATTACHMENTS:

- D. Status of Revenue and Grants – June 30, 2013
- E. Consolidated Core Expenses – June 30, 2013
- F. Mid Year Update of 2013 Core Budget – June 2013

Executive Director's Report

Key Events and Initiatives

Overview

- Project work continues on the 2013 Electricity Review and the Odour Management project. Both of these projects are transitioning from discussions about process to a focus on substance. The Non-Point Source emissions workshop is scheduled for October of 2013, as per Board direction.
- CASA's 2012 – 2016 Strategic Plan provided for the addition of a risk management assessment, directed at ensuring that CASA's work remains relevant and has the support of its stakeholders. Work on this document will require participation of interested board members in the last quarter of 2013.
- Preparations for CASA's 20th anniversary in 2014 continues. Planning is directed at integrating several threads, each directed at meeting specific CASA communications objectives. A June 2014 celebratory event will bring past and present stakeholders together to honour their contributions. This will be coupled with hard copy products (case studies, MCP guide, project successes) and an elevated social media presence.
- The Secretariat is nearing completion of its work to create a searchable database that can be used to inform: stakeholder inquiries, project research, focused reports to the Board and periodic performance measurement. Several forms have been created to track Board and Executive meeting history, project team history and recommendations. System testing and refinement is scheduled for mid-August. Once the searchable database is in place a presentation will be provided for the Board and other interested parties, likely in December.

Finance

Mid-year expense statements indicate that CASA's budget for 2013 remains on track, consistent with the roll-out of the new projects, related support for building collaborative skills and several communications initiatives. As usual, the Secretariat must assume that each project team will continue to draw on facilitation and meeting support uninterrupted to year end and budget accordingly. In practice, this is not always the case. The budget will again be reviewed at the end of the 3rd quarter and adjusted based on actual expenditures.

Revenues on CASA's term investments are marginally higher than the previous year, a function of higher interest rates and our ability to leave investments in place for a longer horizon (In the Spring of 2013 CASA received 2 years of funding in a single grant from the GoA). Through the

use of cashable longer term investments we are able to get greater benefit while still meeting liquidity requirements.

An unknown liability associated with the ongoing AUPE negotiations persists. CASA Secretariat wages are based on the GoA salary grid. Once a settlement is reached with the AUPE, CASA wages will increase accordingly.

The Secretariat

Struan Robertson left CASA to attend law school in September. While his work on case studies is largely complete, the Secretariat may hire a replacement, or an intern, depending on the workload associated with the 2014 anniversary. Requesting applications for a GoA secondment is also a possibility.

**Clean Air Strategic Alliance
Legal Requirements Completed for 2013
January 1 to June 2013**

Description	Requirements	Completion Date
Revenue Canada	Annual Filing of Return & Audited Financial Statements	February 22, 2013 (for 2012)
Annual General Meeting	Annual Meeting of Members of the Alliance. Presentation of CASA's Audited Financial Statements	June 6, 2013 June 6, 2013
Revenue Canada – GST Return	Return Filed Quarterly	April 25, 2013
Revenue Canada – Payroll Deductions	Payment is made on about the 10 th & 25 th of the month	Jan 25/13- Ceridian- for Jan. Feb. 11/13- Ceridian- for Jan.. Feb. 25/13- Ceridian- for Feb. Mar. 11/13- Ceridian-for Feb. Mar. 25/13- Ceridian-for Mar. Apr. 10/13- Ceridian- for Mar. Apr. 25/13- Ceridian – for Apr. May 10/13-Ceridian – for Apr. May 27/13-Ceridian –for May June 10/13-Ceridian – for May June 25/13 -Ceridian –for June July 10/13-Ceridian –for June
Board of Directors Liability Insurance	Annual Payment for Liability Insurance	January 1, 2013 (for 2013)
Alberta Tax Return	Annual Filing	February 22, 2013(for 2012)

**Stakeholder Support
January 1 to June 30, 2013**

Name	Organization
Ann Baran	Southern Alberta Group for the Environment
Bill Calder	Prairie Acid Rain Coalition
Leonard Standing on the Road	Ponoka Fish and Game
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Tom Marr-Laing	Pembina Institute
Janis Seville	The Lung Association
Chris Severson-Baker	Pembina Institute
David Spink	Prairie Acid Rain Coalition
Wayne Ungstad	Ponoka Fish & Game Association
Ruth Yanor	Mewassin Community Action Council

Note: The above stakeholders received stakeholder support from CASA during 2013. This list also includes stakeholders who received travel support.

<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
Grants Received in 2009		
Alberta Energy - 2nd Quarter Pre-Payment	\$250,000	Intended to be carried forward to future years
Alberta Energy - Annual Contribution	\$1,000,000	Intended for operations to March 31, 2010
Total Grants Received in 2009	\$1,250,000	
Total Expenses 2009	-\$836,590	Year-end actual
Balance End of 2009	\$991,658	
Revenue 2010 -Alberta Energy	\$850,000	For operations to March 31, 2011
Total Expenses 2010	\$928,661	Year end actual
Balance End of 2010	\$912,997	
Revenue 2011-Alberta Energy	\$850,000	For operations to March 31, 2012
Total Expenses 2011	\$983,319	Year end actual
Balance End of 2011	\$779,678	
Revenue 2012-Alberta Energy	\$850,000	For operations to March 31, 2013
Total expenses 2012	\$1,010,114	Year end actual
Balance End of 2012	\$619,564	
Revenue 2013/2014- Alberta Energy	\$1,700,000	Funding commitment to March 31, 2015
Budget expenses June 1, 2013	\$1,076,328	Forecast
Balance End of 2013	\$1,243,236	Balance forecast - March 31, 2014
Forecasted budget expense 2014	\$1,076,328	Forecast
Balance End of 2014	\$166,908	Forecast

as of June 30, 2013

Clean Air Strategic Alliance
Consolidated Core Expenses
June 30, 2013

Expense Account	Expenditure to date	Total Budget June 2013	% of Budget
Supplies & Services			
Advertising	1,633	5,000	33
Bank and Finance Charges	807	2,000	40
Computers & IT	14,765	37,705	39
Courier	800	2,100	38
Depreciation			
Development- Stakeholders	0		
Furniture & Display	815	4,000	20
Office Reconfiguration	0	0	0
Honoraria - Stakeholders	17,093	61,537	28
Insurance	1,915	3,895	49
Meeting Expenses	10,282	15,860	65
Office Supplies	2,687	6,000	45
Print & Reproduction Services			
Annual Report	5,234	8,000	65
General	1,429	13,176	11
Repairs & Maintenance	363	500	73
Records Storage	1,629	2,361	69
Subscriptions	1,334	5,000	27
Telecommunications	3,491	7,309	48
Travel			
Consultants	421	625	67
Stakeholders	8,757	24,260	36
Staff	10,968	23,700	46
Total Supplies & Services	84,423	223,028	38
Professional Fees			
Legal Fees	0	3,000	0
Audit	9,500	9,500	100
Consulting Expense			
Alberta Environmental Network	7,057	21,000	34
Consulting for Board/Projects	15,176	100,000	15
Total Professional Fees	31,733	133,500	24
Human Resources			
Salaries & Wages	282,684	596,243	47
Employer Contributions	19,260	24,485	79
Group Benefits	11,099	30,541	36
Group Retirement Savings Plan	20,715	44,706	46
Performance Pay	0	0	
Employee Recognition	905	2,500	36
Staff Development			
Membership Fees	50	1,825	3
Training	5,919	14,000	42
Temporary Staff & Contract Labour		2,500	0
Recruitment	1,327	3,000	44
Total Human Resources	341,959	719,800	48
Total Expenses	458,115	1,076,328	43

	TOTAL INTERNAL	ADMINISTRATION	COMMUNICATIONS	BOARD	PROJECTS	STATEMENT OF OPPORTUNITY
Supplies & Services						
Advertising	5,000		5,000			
Finance Charges	2,000	2,000				
Information Technology	37,705	37,705				
Courier	2,100	200	100	1,800		
Depreciation	-					
Development/Training	-					
Stakeholder	-					
Furniture & Display	4,000	4,000				
Office Reconfiguration	-					
Insurance	3,895	1,010		2,885		
Meeting - Meals	15,860		480	5,080	10,300	
Office supplies	6,000	5,000		1,000		
Honoraria - Stakeholder	61,537		5,658	10,076	45,803	
Telecommunications	7,309	5,509			1,800	
Photocopying/Printing	-					
Annual Report	8,000		8,000			
General	13,176	1,176	8,000	3,000	1,000	
Records Storage	2,361	2,361				
Repairs & Maintenance	500	500				
Subscriptions	5,000		5,000			
Travel	-					
Consultants	625			625		
Stakeholder	24,260		5,557	5,400	13,303	
Staff	23,700	8,500	3,000	6,500	5,200	500
Total Supplies & Services	223,028	67,961	40,795	36,366	77,406	500
Professional Fees						
Accounting	-					
Audit	9,500	9,500				
Legal	3,000	3,000				
Consulting for Board/Projects	100,000		40,000	4,500	55,000	500
NGO coordination	21,000				21,000	
Total Professional Fees	133,500	12,500	40,000	4,500	76,000	500
Human Resources						
Salaries & Wages	596,243	227,037	59,746	89,624	197,165	22,671
Employer Contributions	24,485	24,485				
Group Benefit Plan	30,541	30,541				
Group RSP	44,706	44,706				
Temporary Staff	2,500	2,500				
Performance Pay	-					
Employee Recognition	2,500	2,500				
Recruitment	3,000	3,000				
Staff Development						
Membership Fees	1,825	1,000	300		525	
Training	14,000	14,000	-			
Total Human Resources	719,800	349,769	60,046	89,624	197,690	22,671
TOTAL EXPENSES	1,076,328	430,230	140,841	130,490	351,096	23,671

INFORMATION SHEET

ITEM: 2.1 Risk Management Plan

ISSUE: The Board will receive an update on the development of a Risk Management Plan to be appended to CASA's Strategic Plan.

STATUS: Risk management theory and practice continues to evolve and the Secretariat has reviewed a range of best risk management practices. There is no single process that works for every organization and we would like to involve the Board in an on-going process of strategic planning and risk management that is constructive and appropriate to CASA. Not only will CASA's risk management process ensure the implementation of an appropriate system to manage risks, but it will also contribute to the ever-greening of CASA's Strategic Plan.

The Board embarked on a strategic planning initiative in November 2010 to review its corporate mission and business plan. Since then, the Secretariat, Board members and consultants have worked on a number of related initiatives. Further to this work, the Board held a strategic planning retreat in June 2011. The final version of the 2012 Strategic Plan was approved by the Board at their March 2012 meeting. At this time, the Strategic Plan contained a placeholder for the development of a Risk Management Plan.

As part of the strategic planning cycle, the secretariat has begun preparations to develop a Risk Management Plan for CASA. The elements of an integrated risk management process are:

- Identifying, analyzing and assessing risks and opportunities.
- Designing and implementing strategies for managing risks.
- Implementing processes to monitor and communicate risks.

The Board's role in this is to:

- Ensure that CASA periodically conducts a risk assessment as part of its strategic planning process;
- Oversee and provide direction with respect to the risk management process;
- Participate in the identification and prioritization of risks that may affect CASA's mission, and
- Prescribe strategies and actions to manage identified risks.

As such, the Secretariat will be engaging the Board in the next steps for developing a risk management plan.

ATTACHMENTS: None. A presentation will be provided at the Board meeting.

Status Report

Item: 3.1 2013 Electricity Framework Review Project Team

Task: To provide an update on the Electricity Framework Review (EFR) project team.

Background: The *Emissions Management Framework for the Alberta Electricity Sector* recommends that a formal review of the framework be undertaken every five years. The intent of the Five-Year Review is to assess new emission control technologies, update emission limits for new generation units, determine if emission limits for new substances need to be developed, review implementation progress, and determine if the Framework is achieving its emission management objectives. This review should include a multi-stakeholder group consisting of industry, government, non-government organizations, and communities with an interest in the electricity sector.

The first Five-Year Review occurred in 2008. In December 2012, the board reviewed and approved the Statement of Opportunity for the the second Five-Year Review of the Framework and formed a working group. The working group's task was to draft a Project Charter which was presented to the Board in March 2013. At that time, the Board approved the Project Charter and the formation of a project team.

Status: The EFR project team has met four times since they were formed, with their most recent meeting held at the CASA offices on August 13, 2013. At this meeting, stakeholders raised concerns regarding a potential impasse if the team continued to focus on the economic trigger (Recommendation 35) and discussed how to move forward. There was agreement to develop options for adapting the current Alberta Framework that address the range of interests at the table and meet the outcomes of the Framework.

Key objectives for future meetings will be to agree on the original outcomes underlying the development of the 2003 Framework and to brainstorm options for adapting the Framework. These options will be further developed in detail by task groups and evaluated against the intended outcomes of the Framework.

Status Report

Project: 3.1 Odour Management Team

Background: In March 2013, the Board approved the odour management project charter and directed the Secretariat to coordinate the formation of an odour management team. The project charter outlines seven areas of work for the team:

- Complaints
- Odour Assessment
- Health
- Prevention/Mitigation
- Enforcement/Role of Regulation
- Education/Communication/Awareness
- Continuous Improvement

The kick-off meeting for the odour management team was held on June 4th and 5th in Red Deer. Following advice received from the Board, the team prioritized complaints, odour assessment, and health as the first areas where work would begin.

Status: The team is working with industry and government members to acquire funding for this work, as well as exploring other sources of funding (such as grants). At the time of writing, no funding has been secured.

The team has prepared task group workplans for the three prioritized areas of work. These task groups will regularly report on their progress to the team, who will provide additional direction and guidance as required. The workplans will be finalized by the end of August 2013 and the co-chairs have been tasked with assisting the secretariat in coordinating task group membership. The task groups are scheduled to begin their work in September 2013.

Potential tasks for the task groups include:

- Complaints:
 - Developing a baseline understanding of the complaints landscape in Alberta including gaps and strengths.
 - Conducting a cross-jurisdictional review of best practices outside Alberta relating to complaint response and tracking mechanisms.
 - Developing tools to help address gaps and to highlight strengths in the Alberta system.
- Assessment:



- Evaluating odour assessment tools and their possible application in Alberta.
- Developing a user-friendly tool that links different odour issues to appropriate odour assessment tools and practices.
- Health:
 - Summarizing consensus background material on odour and health.
 - Developing tool(s) for tracking health-related impacts of odour.

The team is keenly aware of the links between these areas of work. The task groups will coordinate their work with the help of the team.

The team will meet next on September 24th, 2013.

Attachments: None.

Status Report

Item: 3.1 Non-point source air emissions workshop

Task: To provide an update on planning of the non-point source air emissions workshop.

Background: At the June 2013 Board meeting, the Board reviewed a statement of opportunity for the management of non-point source air emissions in Alberta. While the board agreed that NPS is an important issue that needs to be addressed, it was felt that there was a need to ascertain the ways in which CASA can add value and to identify and refine the potential areas of work. It was noted that work has been done on some aspects of non-point source, and that CASA should avoid duplication of existing work. As such, the Board directed the Secretariat to convene a one day workshop on non-point source air emissions, scheduled for the fall of 2013. The intended outcome of the workshop is to provide advice for the Board's consideration on how to proceed.

The Board also discussed the need for pre-reading material to be circulated to workshop participants, in order to ensure an informed discussion.

Status: A one day workshop is being planned for October 23rd, 2013 in Calgary. The Secretariat is coordinating the planning of this workshop, including the following key tasks:

- Compiling a list of potential workshop participants, in consultation with Board members and other interested stakeholders.
- Organizing submissions from interested stakeholders for the pre-reading material. A short online form has been created to help organize the submissions, which will be compiled and collated by the Secretariat, and distributed to workshop participants for their review in advance of the workshop.
- Drafting timelines to ensure that all necessary workshop planning is accomplished. This includes: determination of specific names and total number of participants (estimated at 30); development of key objectives and deliverables (subject to feedback from the Board); development of agenda; securing venue; etc.

INFORMATION SHEET

ITEM: **4.1 Government of Alberta Initiatives - IRMS**

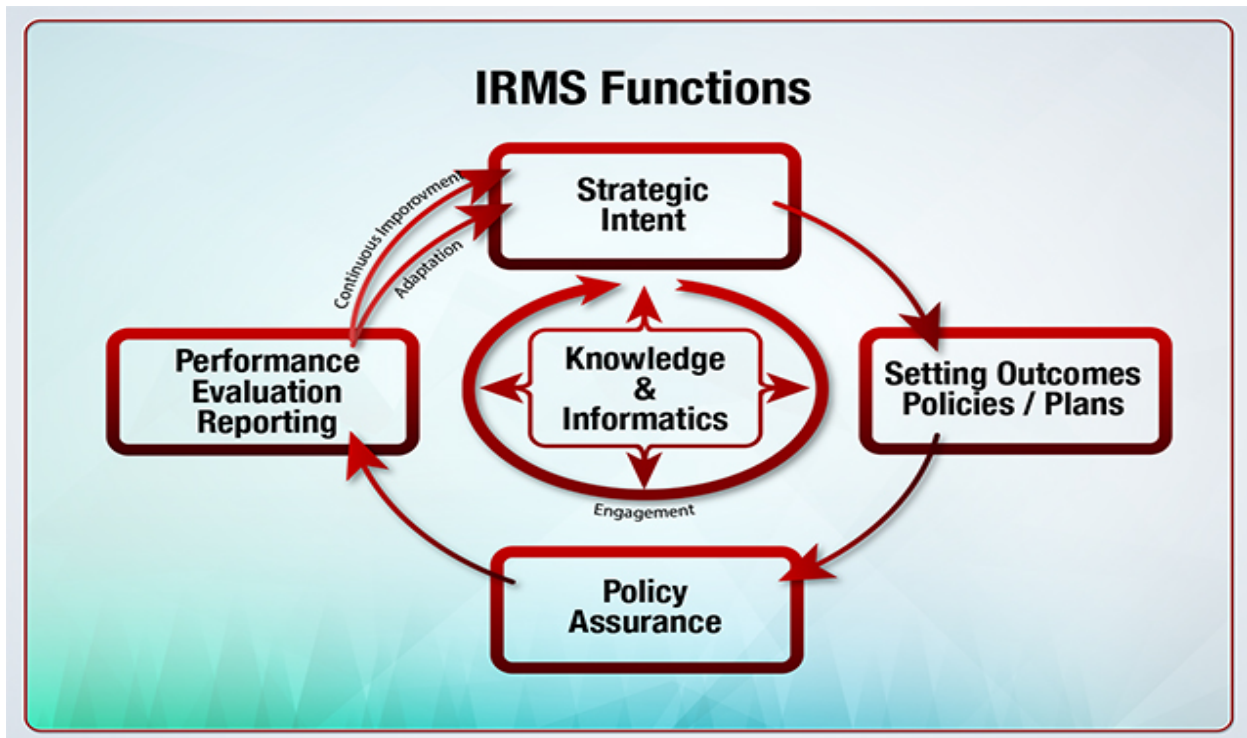
ISSUE: To provide updates and information on the Government of Alberta's (GoA) Integrated Resource Management System (IRMS) and to facilitate the exchange of Board ideas regarding CASA alignment with GoA going forward.

BACKGROUND: The Integrated Resource Management System (IRMS) is one of six focused agenda items for the GoA. It is the means by which Alberta will achieve responsible resource stewardship, setting and achieving the environmental, economic and social outcomes Albertans expect from resource development and maintaining social licence to develop resources and expand market access. The System is defined broadly, incorporating the management (i.e. conservation and wise use) of all resources inclusive of energy, minerals, forestry, agriculture, land, air, water and biodiversity.

Like any system, the IRMS may be viewed through multiple lenses and will continue to evolve over time as it has in the past (e.g., Cumulative Effects Management).

The key attributes of a fully functional IRMS are as follows:

- Clear strategic intent;
- Integrated and aligned social, economic, and environmental outcomes identified in policies and plans;
- A modernized policy assurance program that advances the public interest as defined in integrated outcomes, policies and plans;
- A robust performance measurement program that enables the measurement, evaluation and reporting of social, economic and environmental conditions and outcomes relevant to integrated resource management;
- An environmental monitoring, evaluation and reporting program that provides meaningful information for all users, including policy and decision-makers;
- Knowledge and informatics;
- Strong relationships with partners and stakeholders built through meaningful engagement;
- Continuous improvement; and
- Systematic adaptation.



The development of the IRMS is evolving through a number of key GoA priorities:

- Establishing and integrating the new department of Environment and Sustainable Resource Development (ESRD) focused on strategy, policy, planning, and operational delivery for air, land, water, biodiversity, forestry and emergency response.
- Development and implementation of regional plans and provincial policies to establish policy clarity on environmental, social, and environmental outcomes.
- Enhancing our regulatory assurance functions through the establishment of the Alberta Energy Regulator responsible for the regulatory activities that ensure the safe, efficient, orderly and environmentally responsible development of energy resources-based provincial policies.
- Establishment of the Environmental monitoring, evaluation, and reporting agency that will provide open and transparent environmental conditions data and information to inform governments outcomes, policies, plans and adaptation actions.

There are a number of key players that have significant roles and interdependencies that need to be clearly defined to develop and operate IRMS, which adds to its complexity. ESRD has established an IRMS office that will be overseeing the further development and implementation of the system. What is CASA's role in a fully functional IRMS?

ATTACHMENTS: A. IRMS overview power point presentation

Integrated Resource Management System



Focused Agenda Items

- **Early Childhood Development:** sets the course for a child's future. It determines how well children will do in school, their physical and mental health, behavior, relationships and general well-being.
- **Primary Health Care:** is the first point of contact for Albertans with services related to their health.
- **Education and Entrepreneurship:** are the cornerstones of a dynamic economy, which Albertans build through knowledge, adaptability and an entrepreneurial spirit.
- **Rebalanced Fiscal Framework:** reduces the reliance on volatile non-renewable resource revenue in funding essential programs and services for Albertans.
- **Integrated Resource System:** sets and achieves the environmental, social and economic outcomes Albertans expect from resource development and maintains the social licence to develop resources.
 - *Complete regional plans and the implementation of the Regulatory Enhancement Project, including the development of a single regulator for oil and gas.*
 - *Develop a world-class monitoring system to provide transparent, reliable information on achievement of outcomes.*
- **Expanded Market Access:** contributes to the sustainability of the province's export driven economy.



What is IRMS?

- The Integrated Resource Management System is the means by which Alberta will achieve responsible resource stewardship, setting and achieving the environmental, economic and social outcomes Albertans expect from resource development and maintaining social licence to develop resources and expand market access.
- The System is defined broadly, incorporating the management, conservation and wise use of all resources inclusive of energy, minerals, forestry, land, air, water and biodiversity.



Integrated Resource Management

Why pursue an IRM System?

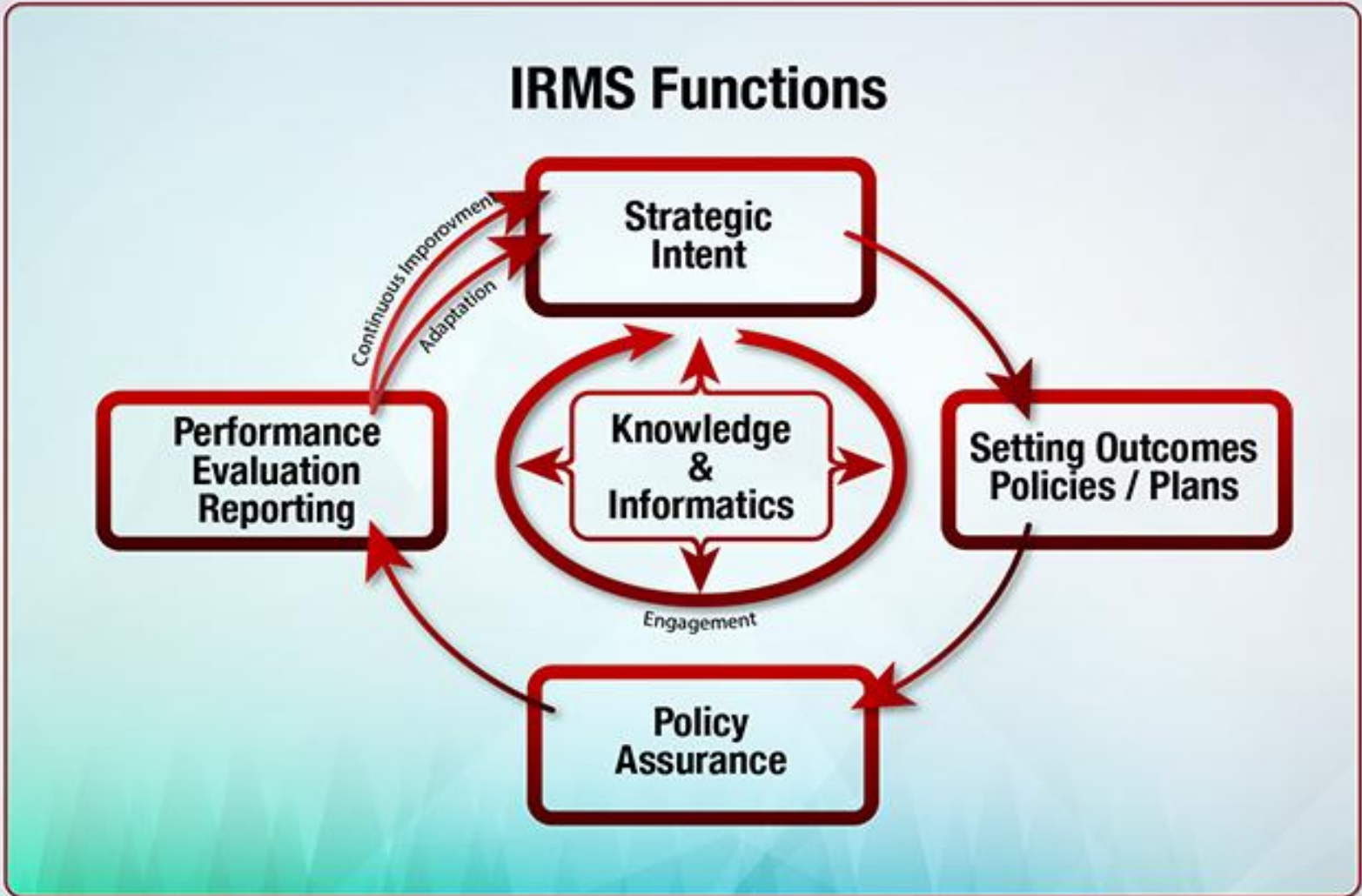
- Continued economic and population growth
- Need to manage cumulative effects
- Growing expectations of public and stakeholders
- Heightened need for integration and transparency
- Foster social licence for advancing resource stewardship

What do we want to achieve?

- Integrated, modern policy and regulatory system
- Clear policies that address cumulative outcomes
- Comprehensive, science-based environmental monitoring system that provides trusted, accessible data
- Strong relationships with partners and stakeholders
- Continuous improvement of policy, assurance and outcomes based on assessment of information



Defining the system...



Current Priority Initiatives

✓ Regional Plans

Strategic outcomes and policy direction that reflect unique regional needs

✓ Merger of Environment and Sustainable Resource Development

Designing and integrating Strategy, Policy, Planning and Operations functions across Air, Land, Water, Biodiversity and Forestry

✓ Regulatory Enhancement

Effective assurance of outcomes, commitment to environmental management and public safety, and improve efficiency by eliminating duplication

✓ Environmental Monitoring

Track progress and inform management action through an open and transparent, centrally coordinated, and science-based system that is integrated across environmental media

✓ IRMS Enterprise Architecture

Take action towards a federated data and information virtual sharing capability to ensure the discipline is in place to enable shared access to trusted information.



Transitioning to Agencies...

Integrated Resource Management Framework

Energy Resources Conservation Board + Environment and Water + Sustainable Resource Development

(3 into 3 transformation to an integrated system)

- From project approach to CEMS
- Greater engagement in policy development
- Policy clarity and integrated policies and plans
- Transparent, science-based monitoring (checking in on outcomes)



Integrated System

Environment and Sustainable Resource Development

- Policy
- Planning
- Programs

Monitoring Agency

World Class Monitoring System

- Baseline monitoring
- Cumulative effects monitoring
- Data enabler
- Evaluation and reporting

Single Regulator(s)

- Regulatory Assurance
- Compliance

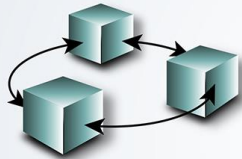
Science Advisory Board



Defining roles and interdependencies

Defining IRMS roles and relationships

- Need to define sub-systems.
e.g. roles & relationships



Note: Cube does not provide an exhaustive list of Players, Functions or Media



Clean Air Strategic Alliance & IRMS

What do you see as CASA's role and contributions to Integrated Resource Management?



INFORMATION SHEET

ITEM: 5.1 Communications Update

ISSUE: Provide an update on the planning of **CASA's 20th Year Celebration – 20 Years of Inspiration**

BACKGROUND:

CASA was incorporated on March 14, 1994. The upcoming 20th anniversary is a unique opportunity to celebrate our history, our present, and our promising future. The anniversary is an opportunity to honour our stakeholder organizations and to demonstrate how CASA successes have furthered our shared vision for clean air. This celebration will focus on both internal and external audiences: 1) past and current CASA stakeholder members and their organizations, and 2) the general public.

STATUS:

The Secretariat is currently planning the 20th Year Celebration with input from the Communications Committee. Building on feedback received from the Board members at the meeting in June, CASA will celebrate in three ways: a celebration event with symposium, a legacy project and a notable keepsake.

As details are finalized, the Secretariat will be requesting the assistance of the Board to:

1. Help fund specific components of the celebration, and
2. Help ensure high levels of participation in the events from all constituencies.

The celebration event and symposium will be held in June, 2014. The venue will be in Calgary, as the 10th Year Celebration was held in Edmonton.

The Communications Committee is always open to receiving suggestions to help shape CASA deliverables – if you are enthusiastic about planning this celebration, please contact the Secretariat.

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	Cindy Christopher , Manager Environmental Policy & Planning Imperial Oil Limited 237 Fourth Avenue S.W. Calgary, Alberta T2P 0H6 Bus: (403) 237-4049, Fax: (403) 237-2075 cindy.l.christopher@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	Janis Seville Director of Health Initiatives The Lung Association, AB & NWT P.O.Box 4500, Stn South Edmonton, AB T6E 6K2 1-888-566-5864 x 2234 Fax: (780) 488-7195 jseville@ab.lung.ca	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
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
Christine Best , Acting Associate Regional Director General Environment Canada Room 200, 4999 – 98 Avenue Edmonton, Alberta T6B 2X3 Bus: (780) 951-8687 Fax: (780) 495-3086 Christine.best@ec.gc.ca	Martin Van Olst , Senior Analyst Regional Analysis and Relationships Environment Canada Room 200, 4999 – 98 Avenue Edmonton, Alberta T6B 2X3 Bus: (780) 951-8958 Fax: (780) 495-3086 Martin.vanOlst@ec.gc.ca	Federal Government
Martin Chamberlain , Assistant Deputy Minister Resource Development Policy Division Alberta Energy 8th fl Petroleum Plaza NT 9945 - 108 Street Edmonton, AB T5K 2G6 Bus: (780) 422-1045, Fax (780) 427-7737 Martin.chamberlain@gov.ab.ca	Audrey Murray , Branch Head Environment and Resource Services Alberta Energy 12th Floor, Petroleum Plaza North Tower 9945 - 108 Street Edmonton, AB T5K 2G6 Bus: (780) 427-6383, Fax (780) 422-3044 Audrey.murray@gov.ab.ca	Provincial Government - Energy
Brian Gilliland , Manager, Environmental Affairs, Canada Weyerhaeuser Co. Ltd. 201, 2920 Calgary Trail Edmonton, Alberta T6J 2G8 Bus: (780) 733-4205, Fax: (780) 733-4238 brian.gilliland@weyerhaeuser.com	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 kmurray@albertaforestproducts.ca	Forestry
David Lawlor , Director, Environmental Affairs ENMAX 141 50th Avenue SE Calgary, Alberta T2G 4S7 Bus: (403) 514.3296, Fax: (403) 514.6844 dlawlor@enmax.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	Vacant	Aboriginal Government - First Nations

Member Representative	Alternate	Sector
hjrattlesnake@gmail.com		
Carolyn Kolebaba , Vice President Alberta Association of Municipal Districts & Counties Box 178 Nampa, AB T0H 2R0 Bus: (780) 955-4076 Fax: (780) 955-3615 ckolebaba@aamdc.com	Tom Burton , Director Alberta Association of Municipal Districts & Counties Box 419 DeBolt, AB T0H 1B0 Bus: (780) 955.4076, Fax: (780) 955.3615 Cell: (780) 512-1558 tburton@aamdc.com	Local Government - Rural
Yolanta Leszczynski , P.Eng SD/ Env Regulatory Coordinator Shell Scotford Manufacturing PO Bag 22 Fort Saskatchewan, AB T8L 3T2 Bus : (780) 992-3972 Yolanta.Leszczynski@shell.com	Al Schulz , Regional Director Chemistry Industry Association of Canada 97-53017, Range Road 223 Ardrossan, Alberta T8E 2M3 Bus: (780) 922-5902, Fax: (780)-922-0354 alschulz@telusplanet.net	Chemical Manufacturers
Neil Macdonald , Acting Assistant Deputy Minister Family & Population Health Alberta Health 24 th Floor, Telus Plaza NT 10025 Jasper Avenue Edmonton, AB T5J 1S6 Bus: (780) 415-2759 Neil.macdonald@gov.ab.ca	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
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Chris Severson-Baker , Managing Director Pembina Institute Suite 200, 608 - 7th Street SW Calgary, Alberta T2P 1Z2 Bus: (403) 269-3344, Fax: (403) 269-3377 chrissb@pembina.org	Ruth Yanor Mewassin Community Council RR 1 Duffield, AB T0E 0N0 Bus : (780) 504-5056 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
Rich Smith , Executive Director Alberta Beef Producers 320, 6715 - 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
Don Szarko , Director Advocacy and Community Services Alberta Motor Association Box 8180, Station South Edmonton, AB T6J 6R7 Bus: (780) 430-5733, Fax: (780) 430-4861 don.szarko@ama.ab.ca	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	Consumer/Transportation

<p>Don Wharton, Vice President Sustainable Development TransAlta Corporation 110 - 12th Avenue SW P.O. Box 1900, Station M Calgary, Alberta T2P 2M1 Bus: (403) 267-7681, Fax: (403) 267-7372 don_wharton@transalta.com</p>	<p>Jim Hackett, Director, Aboriginal Relations, Health & Safety, Environment ATCO Group, Utilities 1000, 909 - 11 Avenue S.W. Calgary, AB T2R 1N6 Bus: (403) 245-7408, Fax: (403) 245-7265 jim.hackett@atcopower.com</p>	Utilities
<p>Tim Whitford, Councillor Town of High River Alberta Urban Municipalities Association 435 Riverside Green NW High River, AB T1V 2B6 Bus: (403) 336-1137 twhitford@highriver.ca</p>	Vacant	Local Government – Urban
<p>Dana Woodworth, Deputy Minister Alberta Environment & Sustainable Resource Development 11th fl Petroleum Plaza ST 9915 - 108 Street Edmonton, AB T5K 2G8 Bus: (780) 427-1799 Fax (780) 415-9669 dana.woodworth@gov.ab.ca</p>	<p>Rick Blackwood, Assistant Deputy Minister Alberta Environment & Sustainable Resource Development 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</p>	Provincial Government - Environment
<p>Norman MacLeod, Executive Director Clean Air Strategic Alliance 10th Floor, Centre West 10035-108 Street Edmonton, Alberta T5J 3E1 Bus: (780) 427-9193, Fax: (780) 422-1039 nmacleod@casahome.org</p>		
Vacant	<p>Elise Bieche, Manager Natural Air Issues Canadian Association of Petroleum Producers 2100, 350-7th Ave SW Calgary, AB T2P 3N9 Bus: (403) 776-1412, Fax: (403) 542-3898 Elise.bieche@capp.ca</p>	Oil & Gas – large producers
Vacant	Vacant	Oil & Gas – small producers

Board Members Electronic Board Book Only:

Dawn Friesen
Jim Hackett
Chris Severson-Baker
Don Szarko
Martin Van Olst
Tim Whitford

**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	Cindy Christopher , Manager Environmental Policy & Planning Imperial Oil Limited
NGO	NGO Health	The Lung Association - Alberta & NWT	Leigh Allard , President & CEO The Lung Association - Alberta & NWT	Janis Seville , Director of Health Initiatives The Lung Association – Alberta & NWT
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	Christine Best , Acting Associate Regional Director General	Martin Van Olst , Senior Analyst Environment Canada
Government	Provincial Government – Energy	Alberta Energy	Martin Chamberlain , Assistant Deputy Minister Alberta Energy	Audrey Murray , Branch Head Environment and Resource Services Alberta Energy
Industry	Forestry	Alberta Forest Products Association	Brian Gilliland , Manager Environmental Affairs Canada Weyerhaeuser Co. Ltd.	Keith Murray , Director Environmental Affairs Alberta Forest Products Association
Industry	Alternate Energy		David Lawlor , Director Environmental Affairs ENMAX	Vacant
Government	Local Government – Urban	Alberta Urban Municipalities Association	Tim Whitford , Councillor Town of High River Alberta Urban Municipalities Association	Vacant
Aboriginal Government	First Nations	Samson Cree Nation	Holly Johnson Rattlesnake Samson Cree Nation	Vacant
Government	Local Government - Rural	Alberta Association of Municipal Districts & Counties	Carolyn Kolebaba , Vice President Reeve, Northern Sunrise County Alberta Association of Municipal Districts & Counties	Tom Burton , Director District 4, MD of Greenview Alberta Association of Municipal Districts & Counties

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

Industry	Chemical Manufacturers	Chemistry Industry Association of Canada (CIAC)	Yolanta Leszczynski , SD/ Env Regulatory Coordinator Shell Scotford Manufacturing	Al Schulz , Regional Director Chemistry Industry Association of Canada (CIAC)
Government	Provincial Government – Health	Alberta Health	Neil MacDonald , Acting Assistant Deputy Minister Family & Population Health Alberta Health	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	Don Szarko , Director Alberta Motor Association	Scott Wilson , Senior Policy Analyst Alberta Motor Association
Industry	Utilities	TransAlta Corporation	Don Wharton , Vice President Sustainable Development TransAlta Corporation	Jim Hackett , Director, Aboriginal Relations, Health & Safety, Environment ATCO Group, Utilities
Government	Provincial Government – Environment	Alberta Environment Sustainable Resource Development	Dana Woodworth , Deputy Minister Alberta Environment and Sustainable Resource Development	Rick Blackwood , Assistant Deputy Minister Alberta Environment and Sustainable Resource Development
Industry	Oil & Gas – Large Producers	Canadian Association of Petroleum Producers	Vacant	Elise Bieche , Manager Canadian Association of Petroleum Producers
Industry	Oil & Gas – Small Producers	Vacant	Vacant	Vacant

Meeting evaluation form



Meeting: CASA Board Meeting
Date of meeting: September 19, 2013
Meeting place: McDougall Centre, Calgary

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

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

Comments/Suggestions:

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:

Name (optional): _____