



CASA Board of Directors Meeting

December 10, 2020, Teleconference

In attendance:

CASA Board Members and Alternates:

Alison Miller, Petroleum Products
Ann Baran, NGO Rural
Ahmed Idriss, Utilities
Bill Calder, NGO Urban
Cam Lane, Provincial Government –
Environment and Parks
Craig Werner, Forestry
Dan Moore, Forestry
David Lawlor, Alternate Energy
David Spink, NGO Urban
Don McCrimmon, Oil and Gas Large
Producers
Holly Johnson-Rattlesnake, Samson Cree
Nation (10:15 a.m.)

Jim Hackett, Utilities
Keith Murray, Forestry
Leigh Allard, NGO Health (10:30 a.m.)
Mark McGillivray, Alternative Energy
Martin Van Olst, Federal Government
Randy Angle, NGO Rural
Rich Smith, Agriculture
Rob Beleutz, Mining
Rob Hoffman, Petroleum Projects
Ruth Yanor, NGO Industrial
Tasha Blumenthal, Local Government –
Rural
Andre Asselin, CASA Executive Director

CASA Secretariat:

Alec Carrigy, Katie Duffett, Lauren Hall, Anuja Hoddinott

Guests:

Andria Panidisz, CAPP
Karen Ritchie, AEP
Karla Reesor, PRAMP
Marilea Pattison-Perry, AEP
Nadine Blaney, Fort Air Partnership

Randy Dobko, AEP
Rhonda Lee Curran, AEP
Sharon Willianen, AEP
Wayne Ungstad, NSCA

Regrets:

Amber Link, Local Government – Rural
Bev Yee, Provincial Government –
Environment and Parks

Greg Moffatt, Chemical Manufacturers
James Baldwin, Chemical Manufacturers
Mary Onukem, Indigenous – Métis

**Clean Air Strategic Alliance
Board of Directors Meeting
December 10, 2020**

Executive Summary

The board welcomed two new members: Amber Link is the new director representing Local Government – Rural, and Craig Werner is the new alternate representing Forestry. Long-serving director representing Forestry Keith Murray announced he was stepping away from the board.

The board approved the 2021 Core Operating Budget, board meeting dates for 2021, and the Multi-Year Communications Strategy 2020-2023. They also approved the extension of Jim Hackett’s role as VP Industry for the Executive Committee until December 2022.

The board heard presentations updating the status of three current projects. The EFR Project Team provided an overview of the progress they have made to date and the board approved a project extension until April 2021. The ROVER III Project Team proposed a revised project charter that extended the project timeline to December 2021, which the board approved. The AAQO project team has completed their work and requested board approval of 1) the AAQO Project Team Report; 2) the AAQO Project Communications Plan; and 3) disbanding the AAQO Project Team. The board approved all three requests, and staff will execute the communications plan after a thorough copy edit of the final report.

Written updates on the remaining projects were also provided to the board, as is the usual practice.

The next CASA board meeting will be on April 13, 2021 via videoconference.

**Clean Air Strategic Alliance
Board of Directors Meeting
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Meeting Summary

Andre Asselin convened the business meeting at 9:05 a.m.

1 Administration

1.1.1 Convene Meeting and Approve Agenda

Andre noted he would chair the meeting. He welcomed everyone to CASA's one hundred and first general business meeting and acknowledged that the meeting was collectively taking place on the traditional lands of Treaty 6, Treaty 7, and Treaty 8 First Nations and the Métis peoples. He confirmed that the meeting had quorum.

He reviewed remote meeting etiquette and clarified that consensus decisions would be sought by asking the board if there are any blocks to the decisions, and that no blocks would indicate the board had consensus.

Decision: The CASA Board agreed that decisions have consensus if no blocks are expressed.

Andre made three announcements regarding turnover in the CASA Board:

- Keith Murray has stepped off the CASA board, and Dan Moore is now the director for AFPA. Craig Werner was welcomed to the board as the alternate for AFPA.
- RMA representative, Kathy Rooyakkers' has departed from the CASA Board. Her replacement Amber Link was not able to join the board meeting, but he noted that CASA looks forward to welcoming her.
- Benjamin Israel from NGO – Industrial has stepped down from the CASA Board.

The CASA Board thanked the departing directors for their contributions to CASA's work and looks forward to working with the new members.

The agenda was reviewed, and Andre noted he received a request to switch items 3 and 4 to accommodate one of presenters' schedules. There were no other changes requested.

Decision: The agenda, amended to switch items 3 and 4, was approved by consensus.

1.2 Actions from September 17, 2020 Board Meeting

There were two actions from the last board meeting, and an update was provided in the package.

1.3 Summary of Previous Meeting

Clarifying edits were submitted and incorporated into a revised version of the meeting summary, which was included in the package.

Decision: The board approved the revised summary of the September 17, 2020 board meeting by consensus and the summary will be posted to the website.

1.4 2021 Core Operating Budget

The 2021 core operating budget was reviewed. The 2021 budget aligns with the multi-year core funding commitment that Alberta Environment and Parks made to CASA in 2019 in the amount of \$525,000. The proposed budget assumes the following: 1) CASA Board and project team meetings will continue to be held remotely for the first half of 2021, but we expect to host in-person meetings later in 2021; 2) two vacant staff positions will not be backfilled and the workload will be distributed among existing staff; and 3) some costs will continue to be split 50-50 with the Alberta Water Council (AWC).

Discussion

- **Q:** If we are piggybacking on other organizations for public outreach, what are the costs for under communications and outreach?
A: We will rely on partners to help spread messaging, but those funds will cover annual report and project report finalization, content development for social media and video development, etc.
- **Q:** Can you please elaborate on the increased Indigenous engagement?
A: Through the relationships developed via the AWC on two of their new projects, there has been interest from the Treaty 6, 7, and 8 offices, as well as the Assembly of First Nations of Alberta (AFNA). Andre will present to an AFNA water table next week and will raise opportunities in air management as well.

Decision: The board approved the 2021 core operating budget of \$525,000 by consensus.

1.5 Meeting Dates for 2021

The executive committee is proposing that the board meet three times in 2021. The first meeting is expected to be held remotely and the second and third meetings are optimistically scheduled to be full-day in-person meetings. It is recognized that there is a possibility that all the meetings will need to be held remotely due to the pandemic. The evening event is tentatively scheduled for the evening prior to the last board meeting of the year, as usual, in Calgary.

Meeting invites will be sent out shortly after the board meeting.

Discussion

- **Q:** Should we split the in-person meetings between Edmonton and Calgary instead of hosting them both in Calgary?
A: The Government of Alberta has informed us that we can not book the large rooms that accommodate our group in the Federal Building and Government House in 2021. However, we still have access to the McDougall Centre for free in Calgary. We are looking at options for both cities, and that is why there is budget set aside for hosting board meetings despite planning on holding some remote meetings.

Decision: The 2020 meeting dates of April 13, September 14, and December 7 are approved by consensus, with the evening event tentatively scheduled for December 6.

1.6 Multi-Year Communications Strategy 2020-2023

In 2018, CASA assigned the responsibilities of the former communications committee to the executive committee with the support of staff. The executive committee had suggested that a multi-year communications strategy and action plan be developed to guide CASA’s external communications. In 2019, the board approved a process to develop the strategy. Through 2020, staff, the executive committee and the board worked to draft and review the strategy that was provided in the package.

The revised Multi-Year Communications Strategy 2020-2023 was approved by the executive committee in November. Now, the board needs to approve the proposed strategy.

Discussion

- **Q:** It seems that the vision section reflects the vision of CASA versus the strategy itself.
A: A board member suggested we add that language, and the executive committee did not feel that it detracted from the final strategy.
- **Q:** In places the wording is not concise and clear enough. Some sections (i.e., vision, mission) some sentences could be broken up to facilitate clarity. It should also be noted that we are not just talking about CASA in this document but also, it is vision and accomplishments toward that vision.
A: There was some struggle with the wording in the vision and mission sections of the document but ultimately the content of the communications strategy actions is what really matters. Unless this is a major issue for any board members, the focus should be on the action plan itself versus the preamble.
- The vision and mission sections are taken from CASA’s strategic plan so changing them would be a larger conversation. Staff will strive to ensure clarity and conciseness in all our communications.

Decision: The board approved the multi-year communications strategy by consensus.

1.7 Appointment Executive Officer

Executive officers have two-year terms which align with the end of the December board meeting. There is the opportunity for terms to be extended beyond two years with the consensus approval of the CASA Board. The Industry caucus has requested that Jim Hackett continue to provide representation as VP Industry on the CASA Executive Committee.

Decision: The board approved Jim Hackett’s second term as industry executive officer, expiring December 2022, by consensus.

2 Electricity Framework Review (EFR) Project Team

Jim Hackett and Randy Dobko, two of the co-chairs for the EFR project team, presented to update the board on the status of the team. The project team’s progress was slowed by the

COVID-19 pandemic and meetings were put on hold during the spring and summer due to member capacities. The team has been meeting regularly since August and is nearing completion of their assigned tasks. The project team requests an extension to the team’s project charter until April 2021 by when they estimate the team will be able to complete the outstanding tasks.

Discussion

- Capital Power is in the process of phasing out their coal burning operations in the province by 2023 which is a significant milestone. This is partially due to CASA’s work.
- **Q:** The Electricity Management Framework (EMF) needs to be discussed, if not today, in a future meeting as the intent of the original framework is not being met. This raises the question of whether CASA is the appropriate table to move this framework forward as achieving consensus has not been possible to date. What do the EFR co-chairs think about the direction of this framework, and if it is worth stakeholder time to continue five-year reviews through CASA?
A: AEP is still supportive of this work, and it should be noted that many of the assumptions as to where the electricity sector was headed from when the EMF was created have been turned on their head. CASA provides an important forum to discuss the issues that members are committed to, even if they result in non-consensus.
A: Climate policies were not predicted in 2003, and real-time change demonstrates significant progress. There is likely value in modernizing the framework and/or testing to see where value can be added.
- We need to ensure that CASA’s process and outcomes remain relevant to what is happening on the ground and in real time.

Decision: The board approved the extension of the EFR project until April 2021 by consensus.

3 ROVER III Project Team

Rob Hoffman, one of the co-chairs for the ROVER III project team presented to update the board on the status of the team. The project team has experienced delays due to factors beyond their control, including the border closure due to COVID-19, Opus having technical issues, and data processing issues with Service Alberta. The field season is planned for spring 2021 but will ultimately take place when it is safe to do so and Opus can cross the border. The project team recommends the CASA board approve amending the project charter to extend the project timeline until December 2021; however, the schedule may need further revision if the COVID-19 pandemic or lack of access to vehicle information from license plates continues to cause delays.

Discussion:

- **Q:** CASA has made recommendations around tampering in previous projects. What progress on anti-tampering legislation has been made to date?
A: There were recommendations from the Non-Point Source project to ban tampering for both light-duty and heavy-duty vehicles. Legislation around this is currently under review and AEP will update CASA on progress.

- The pilot was a great test run for the field season. The work is moving forward the best it can.
- This was mentioned during the last board meeting but should be reiterated: the pilot did not carry any extra costs for CASA as Opus could have completed the field season already if they had been better organized back in 2019.
- Thank you to staff for their hard work in facilitating the progress that has been made to date.
- This is a very valuable project that is a demonstration of effective collaboration and innovation. The resiliency of the team and a great example of CASA's value.

Decision: The board approved the extension of the ROVER III project until December 2021 by consensus.

4 Ambient Air Quality Objectives (AAQO) Project Team

Andre noted that the Board had already approved the majority of what was included in the package and that the team's advice had been transmitted to AEP. Laura Blair, one of the co-chairs for the AAQO project team, presented to update the board on the status of the team. The team provided its final project report, which contains information on the methodology used by the project team, summarizes the AAQO advice already provided to AEP, and makes recommendations on future AAQO review processes, as well as an accompanying communications plan for board review.

The project team asked the board to approve:

1. The AAQO Project Team Report
2. The AAQO Project Communications Plan
3. Disbanding the AAQO Project Team

Decision: The AAQO Project Team Report was approved by consensus.

Decision: The AAQO Project Team Communications Plan was approved by consensus.

Decision: The disbandment of the AAQO Project Team was approved by consensus.

Discussion:

- It was acknowledged that the AAQO project team process has been challenging, and that arriving at a numerical value is difficult when considering the interests of all of CASA's sectors. Perhaps greater involvement from AEP is required as they are the ones who utilize the final decision.
- The board recognized the staff's efforts in completing the project.
- Kudos and congratulations were extended to the project team. This project has provided valuable input for the GOA and recommendations and perspectives will be considered carefully.

Andre congratulated the project team, and several board members offered their congratulations to the team.

5 Information Reports

Five reports were provided for information:

- Executive Director’s Report
- Government of Alberta Update
- CAAQS Achievement Project Team
- Impacts of Reduced Consumer Transportation and Industrial Activity on Air Quality and Alberta due to COVID-19 Ad Hoc Group
- Quantifying the Impacts of Air Quality on Human Health in Alberta Ad Hoc Group

Discussion:

- Executive Director’s Report
 - No comments or questions on this update.
- Government of Alberta Update
 - **Q:** Item 13 in the update mentions a website on the impacts of COVID 19 on air quality, but a board member cannot find it. Is it online yet?
A: It is not yet online but will be posted when it is approved.
 - Cam Lane’s team compiles this information update. They are always happy to hear feedback from the CASA board. There are several new items in this update that have not previously been included:
 - An overview of calls received by AEP outreach services related to air quality
 - An air literacy strategy section
 - A section on future webinars will be offered by AEP that CASA members can attend to stay in the loop (e.g., regulatory enhancement project)
 - **Q:** Does the report containing the calls to AEP’s outreach services also contain reports to the NRCB?
A: No, the NRCB calls are not included in this report.
- CAAQS Achievement Project Team
 - **Q:** Are there any updates regarding the webinar(s)?
A: The project team had their first meeting on December 1, where they discussed the contents of and logistics around the background report. The webinar(s), in part, will be presenting information from the background report, so the team started with the background report. Discussions around the webinar(s) are expected to take place at the next team meeting; an update should be available by the next board meeting.
- Impacts of Reduced Consumer Transportation and Industrial Activity on Air Quality and Alberta due to COVID-19 Ad Hoc Group
 - An important intermediate step, which should likely be the responsibility of this group, is missing, i.e., an analysis of the reasons for the reduced amount of

company, government and individual vehicle use and a determination of which sources of reduced vehicle use might be continued with benefits for all within a context of efforts to revive the economy and get people back to work. E.g., working from home and electronic meetings instead of face-to-face meetings. Recognizing neither is optimal under all circumstances, both can bring cost saving benefits for companies, governments, and individuals as well as critical benefits for the environment, and by extension, our health.

- Messages and recommendations and the sharing of information on benefits to collective bodies (governments, companies, organizations) is likely also needed.
 - The analysis of reductions in transportation and associated impacts to air quality should be the top priority of the group. Consideration of other benefits of improved air quality (e.g., health benefits) should be secondary; the group may also wish to consider other impacts, such as impacts to the economy.
 - There is some potential overlap with the Human Health Ad Hoc Group if the group is considering the health benefits of improved air quality. The groups should stay in touch to avoid duplication and should work to complement each other.
 - The ad hoc group is a new approach to build broad buy-in early in the project development and selection process and is working on a statement of opportunity. I am sure they will take these comments under advisement.
- Quantifying the Impacts of Air Quality on Human Health in Alberta Ad Hoc Group
 - No comments or questions on this update.

6 New or Other Business

There was no new or other business.

Members were asked to complete meeting evaluation forms for review by the Executive Committee. Completed evaluations are also posted on CASA's website.

You will receive meeting invitations for the 2021 meeting dates approved today.

Andre reminded the board that all honoraria claims should be submitted before December 18, 2020 as that is when the organizational accounting books are closed.

The meeting adjourned at 11:27.

The following action item arose from the meeting:

Action: Staff will send out calendar invites for the 2021 board meetings and December evening event shortly after the meeting.