

CASA Board of Directors Meeting

September 14, 2021, Zoom Conferencing



In attendance:

CASA Board Directors and Alternates:

Ahmed Idriss, Utilities
Alison Miller, Petroleum Products
Andria Panidisz, Oil and Gas Large Producers
Ann Baran, NGO Rural
Bev Yee, Provincial Government - Environment
Bill Calder, NGO Urban
Craig Werner, Forestry
Dan Moore, Forestry
David Spink, NGO Urban
Jim Hackett, Utilities
Leigh Allard, NGO Health

Mark McGillivray, Alternate Energy
Martin Van Olst, Federal Government
Randy Angle, NGO Rural
Rob Hoffman, Petroleum Products
Rich Smith, Agriculture
Ruth Yanor, NGO Industrial
Shane Lamden, Chemical Manufacturers
Tom Davis, Provincial Government -
Environment
Andre Asselin, CASA Executive Director

CASA Staff:

Alec Carrigy, Katie Duffett, Anuja Hoddinott

Guests:

Bob Myrick, Alberta Environment and Parks
Crystal Parrell, Alberta Environment and Parks
Hamid Namsechi, Alberta Environment and Parks
Jimmy Guckian, Opus Inspection, Inc.
Julie Carter, Wood Buffalo Environmental Association
Karen Ritchie, Alberta Environment and Parks
Lorna Morishita, Alberta Airsheds Council
Marilea Pattison-Perry, Alberta Environment and Parks
Martina Krieger, Alberta Environment and Parks
Niranjan Vescio, Opus Inspection, Inc.
Randy Dobko, Alberta Environment and Parks
Rhonda-Lee Curran, Alberta Environment and Parks
Sam Fiorillo, Alberta Environment and Parks
Sheila Lucas, Alberta Environment and Parks

Regrets:

Don McCrimmon, Oil and Gas Large Producers
Holly Johnson-Rattlesnake, Samson Cree Nation
Amber Link, Local Government
Mary Onukem, Métis Settlements General
Council
Rob Beleutz, Mining

**Clean Air Strategic Alliance
Board of Directors Meeting
April 13, 2021**

Executive Summary

The board extended the timelines for the CAAQS Achievement and IRTAQ Project Teams. The new deadline for the CAAQS Project Team is September 2022, and for the IRTAQ Project Team, April 2022.

An update on data collection for the ROVER III project was provided. In late August and early September, Opus Inspection collected 34,000 data points on light duty vehicle emissions in five cities across Alberta. Data collection from heavy-duty vehicles is targeted for September and October 2021.

The board discussed the potential circumstances of returning to in-person board meetings. Several considerations for returning to in-person meetings were raised:

- vaccination status of attendees,
- risk of transmission among vaccinated individuals
- company policy preventing in-person meetings,
- convenience of remote options against the benefits of face-to-face discussion,
- financial savings and associated environmental impacts of travel for in-person meetings.

The executive committee will consider the board's input when setting the format of future board meetings.

The board discussed the value of in-camera sessions at future board meetings as a measure of good governance. Members saw value in these sessions but would like to see more detail provided. A proposal from the Industry sector group on in-camera sessions will be presented at the next executive committee meeting.

The next CASA board meeting will be on December 7, 2021. A decision on whether the meeting will go ahead in person or remotely will be made closer to the date. The evening event is tentatively scheduled for December 6.

**Clean Air Strategic Alliance
Board of Directors Meeting
September 14, 2021
Zoom Conferencing**

Meeting Summary

Andre Asselin convened the business meeting at 9:00 a.m.

1 Administration

1.1 Convene Business Meeting, Introductions, and Approve Agenda

Participants were welcomed to CASA's 104th general business meeting. Andre noted that he would chair the meeting. It was acknowledged that the meeting was taking place on the traditional lands of Treaty 6, Treaty 7, and Treaty 8 First Nations, the Métis peoples, and the Inuit. The meeting was confirmed to have quorum. An overview of Zoom meeting etiquette was provided.

Decision: The agenda was approved by consensus as presented.

1.2 Review Actions from the April 13, 2021, Board Meeting

Andre reviewed the actions from the April 13, 2021, meeting. There was one action which was noted in the meeting package.

There was no discussion on this item and no decision was required.

1.3 Meeting Summary from the April 13, 2021, Board Meeting

Clarifying edits were submitted to staff and incorporated into a revised version of the meeting summaries which were included in the package.

There was no discussion on this item.

Decision: The board approved the revised summary of the April 13, 2021, meeting by consensus and the summary will be posted to the website.

1.4 Confirm the electronic decisions made in between board meetings

The board was asked to confirm the three decisions the board made by way of electronic vote between the April 2021 meeting and this meeting. As described in the meeting package, the decisions were approved with quorum and consensus.

There was no discussion on this item.

Decision: The board confirmed the decisions made electronically between the April 2021 meeting and this meeting.

2 CAAQS Achievement Project Team

Co-chairs Sheila Lucas and Julie Carter provided an overview of the work the CAAQS Project Team completed towards the tasks outlined in the project charter. The team has worked mostly towards its first objective, which is to complete a background document providing an overview of the NO₂ CAAQS issue in Alberta.

A webinar series will take place between September and November this year (eight webinars total). The webinar content is geared towards stakeholders with an expertise in areas related to air quality management. These virtual information sessions are intended to provide general information on air quality management topics and focused information relevant to NO_x emissions to facilitate discussions on approaches and measures that can be further considered. There will be a more detailed exploration of options at a subsequent workshop(s).

The project was initially meant to be completed by December this year however delays in launching the team slowed its progress and the team requested extending the timelines to September 2022. In the proposed timeline, an update on the outcomes of the webinars will be provided in the December board meeting, the workshops in the April 2022 meeting, and the final report and communications plan will be submitted for approval to the board in September 2022.

Discussion:

- **Q:** It was great to see the list of webinar topics. Have the speakers for the webinars been confirmed?
A: The project team has identified potential speakers for the early webinars. Staff have reached out to the speakers to determine their fit, interest, and availability. Work is ongoing to confirm the list.
- **Q:** The project charter mentions the goal of developing approaches and strategies that have the support of implementers, but how the support of implementers would be developed was not mentioned in the presentation. Would that be achieved by the parties invited to the workshop(s)?
A: That could be one approach. The project team has not discussed specifically how support from implementers would be garnered yet as that is more of a workshop issue, and the team has not gotten there yet. The workshop participants will be a subset of the webinar participants; when the team develops the list of workshop participants, the team can ensure implementers are included.

Decision: The board approved the amended project charter, extending the project until September 2022.

3 IRTAQ Project Team

The IRTAQ Project Team began their work in August 2021. The goal of this work is to collaboratively develop messaging that links changes in air quality associated with measures undertaken to reduce the spread of COVID-19. The messaging would aim to generate provincial

awareness of the impacts that reductions in motor vehicle transportation can have on air quality, and how individuals, governments, businesses, and other Albertans can act to improve air quality.

Co-chair David Spink reviewed two timelines the team considered for completing the project that was intended to be completed relatively quickly: December 2021 and April 2022, in line with future CASA board meetings. The team agreed that an end date of April 2022 is needed to produce high quality work while staying within project team capacity limits. Timeliness of the messaging was previously identified as a concern of the board, but the team believes the deliverables will still be relevant in April 2022.

A work plan was presented that would have most of the work, including a draft summary report and communications plan, complete by December 2021, with refinement of the two deliverables and writing of the final report in 2022.

Discussion:

- A clarification was made on the decision request. The working group developed terms of reference (ToR), not a project charter, as was erroneously indicated in the briefing package. ToRs are a shorter version of a project charter and were put in place to allow the working group to finish faster. The decision for the board therefore is to approve amended ToR, not a project charter.
- **Q:** How will information from the CAAQS and IRTAQ Project Teams be integrated with one another, given the close ties between the subject matter and the timeline proposed?
A: With respect to NO_x emissions and NO₂ CAAQS, in urban areas, transportation is a significant contributor to NO₂ levels. The information from the CAAQS project could be used to inform the messages in the IRTAQ project.
 - The CAAQS project background document mentions the transportation issue and refers to the IRTAQ project. Also, the workshops are planned for 2022; there is a possibility that the work for the IRTAQ Project Team could feed into the workshops, especially if the project finishes their work before the CAAQS workshops.
 - Outside of the CAAQS project, the information on pandemic-related transportation declines will help inform modelling of the contribution of transportation to NO_x levels. It would allow us to have some real-world information related to transportation.
- **Q:** Has the team defined what they mean by “lockdown”? Also, you have discussed health and air quality. Are you going to be looking at ambient air quality, and for health, something specific such as hospital admissions?
A: The team is focusing on messaging that is relevant to Albertans. The messaging will go to businesses, citizens, government, and others. With respect to health, a decision was made early on that hospital visits or similar metrics would not be appropriate; it would be difficult to attribute causation and the data likely do not exist. Instead, the team is investigating changes in the Air Quality Health Index associated with reduced traffic as a general indicator of short-term health benefits. The summary and final reports will have some information on air quality and health. Overall, the health aspects of the project will be high-level.

- The project has good scientific value, but the key messages are the most important. There will be lots of effort required to get the messaging right. There are strong, focused messages that could come out of this study. It will be important for the team to properly articulate them.
- Lockdown may not be the best description - the team is aligning the specific set of dates that coincide with the implementation and lifting of province-wide public health restrictions associated with COVID.
- It was mentioned in the presentation that there is not much precedent for communication messaging on this topic. Beijing has had air quality issues, smog being one of the main ones. They wanted to address the issue, so they implemented restrictions on when people could drive. What they found was that while the number of vehicles on the road increased, pollution decreased.
- The messaging could mention alternate fuels as a means of emissions reductions.
- It is good to hear that the messages are for all sectors of society: government, manufacturers, and individuals. There is a great opportunity for this work to help inform industry operations to individual behaviour.
- **Q:** For the work plan timeline, there is overlap in the timing of the summary report and communications plan. Would it make sense to finish the summary report first and then base the messaging on what was learned? Can any clarification be made on where these deliverables begin and end and how they might build on each other?
A: The team has a detailed technical report from AEP on observed declines in transportation during the early stages of the pandemic and the team is now collecting information from other studies. All this information will have to be put into the summary report. It is clear what the results are for transportation, but the team now needs to determine whether air quality improved during the study period. Then the messaging will be based around the results.
 - There is overlap shown in the timeline because there are some elements of the communications plan that the team can start on without the summary report. The intention is to complete the work as described, where the messages are developed after the results are known.
 - There might be some circular progress between the messaging and the data to improve on and clarify each as required.

Decision: The board approved the amended ToR, extending the project until April 2022.

4 ROVER III Data Collection update

Niranjan Vescio and Jimmy Guckian provided an update on data collection of light duty vehicle emissions that Opus Inspection has undertaken in the last few months for the ROVER III project. The presentation included a brief introduction to Opus Inspection, an introduction to remote sensing technologies and applications, some preliminary statistics from light duty vehicle data collection, and plans for heavy duty vehicle testing.

Data on light duty vehicle emissions were collected in five Alberta cities: Fort McMurray, Edmonton, Grande Prairie, Red Deer, and Calgary. Data were collected over seven days at eight sites, leading to over 34,000 individual records. In October, Opus plans to return to Alberta to measure heavy duty vehicle emissions at vehicle inspection stations.

Discussion:

- **Q:** There is no anti-tampering legislation in Alberta. It is a known issue that with diesel vehicles that pollution control equipment is removed. Is that possible and easy to detect with your monitoring?
A: Yes. The NO_x emissions will be elevated substantially in these vehicles.
- **Q:** Is tampering a state-managed issue in the USA or national?
A: It is state managed.
- Opus has a permit to enter Canada that is valid until the end of October. Site permits for data collection are valid until the end of September and the team is asking for an extension into October. The purpose of the extensions is for data collection for heavy duty vehicles at vehicle inspection stations.

5 Returning to in-person board meetings

The board discussed the circumstances of returning to in-person board meetings (project team meetings will have their own discussions). Any return to in-person meetings will require adherence to the public health restrictions in place, whether they be provincial, municipal, or venue-specific.

The following questions were put forward for board discussion: Is there preference to return to in-person meetings over staying with remote meetings? Are there limitations for board members to attend meetings in person (i.e., company policy)? What considerations should inform the decision to return to in person meetings? Since the pandemic, we have shifted information presentations to webinar format rather than during board meetings – do we want to continue with that approach?

Discussion:

- With the current requirement from the provincial government for those to work from home where possible, it's inappropriate for the board to meet in-person.
- Perhaps it is worth asking the vaccination status of board meeting attendees.
- It would be preferred to have assurance that attendees are fully vaccinated or have had a rapid test before the meeting.
- After COVID-19 is over, in-person is preferred. It is increasingly difficult to stay engaged in remote meetings.
- Some companies have restrictions on in-person meetings. For our company, unless it is essential to the operation of our company, we cannot attend. A CASA meeting would not be considered essential. That restriction may change in the future.
- A return to in-person meetings should consider the financial and environmental trade offs to CASA. It is a significant cost to CASA for people to attend meetings in-person, especially those who must travel significant distances. There could be key meetings that are in-person. If the meeting is largely informational or not contentious, there could be a mix of in-person and remote. It might be worth asking or confirming before the meeting whether the meeting content requires face-to-face discussion. With respect to the environment, CASA has a project on reduced transportation, and the board reducing their

travel where possible would be consistent with the messages being put out by the organization.

- It is more convenient for people who would have to travel to attend remotely. The health aspect should be considered as well; it is not known when the pandemic will end. Also, would be difficult to track everyone's status coming into the meeting. For example, maybe someone has recently been on a flight, and that might make some members uncomfortable.
- Large gatherings, even amongst those who are double vaccinated are still dangerous. There are double vaccinated people still ending up in hospital. Also, CASA is a clean air organization and should strive to do its best to maintain policies that are consistent with clean air because of the pandemic, but realistically even afterwards. Webinars are one way to have a broader reach.
- Meeting remotely is convenient but it is not as effective, particularly for project teams. There are meetings where the team could have achieved or understood a lot more in-person. These meetings are limited to a couple hours, which is the longest possible to pay attention, but in some cases, more time is needed.
- Even with in-person meetings, there should be a remote option.
- It can be difficult for remote participants to get value from meetings when many people are meeting in-person, for example, it can be hard to hear and jump in the conversation.
- For future board meetings, to retain an in-person feel, there could be a trial where all participants show their video for the whole meeting. There may be issues with bandwidth for those with poor connections.
- The content of the meeting should dictate whether we need to meet in person. Substantive discussion is difficult remotely and we should try get together but addressing less substantive meeting content remotely is fine.

The executive committee will consider the board's input when setting the format of future board meetings.

6 Adding in-camera sessions to board meetings

Industry Vice President Jim Hackett raised the idea of adding in-camera sessions to board meetings as a measure of good governance. This was raised at the executive committee and brought to the board for consideration.

In-camera sessions are a common governance tool. It can take many forms, including a board-only session (without staff) that could include discussion of a variety of topics including administration, Executive Director performance, financial performance, meeting effectiveness, or the utility of meeting materials, among other items. These sessions would occur outside the regular board meeting. There are post-meeting surveys that cover many of these items, but board members do not have an opportunity to discuss all these topics. Further discussion would be needed on some aspects, such as if and how minutes would be captured.

Discussion:

- In-camera sessions are a useful option to have. The more opportunities that are available to members to explore ideas and concerns, the better.
- In-camera sessions are part of good governance. They do not need happen in every board meeting. It is good to have the board discuss without staff.
- Additional items useful for in-camera sessions could be legal advice and confidential items.
- An industry proposal on in-camera sessions would be useful to see.
- The in-camera sessions could be in-person and online. There could be minutes, but there does not have to be. They are useful to hold board members accountable without involving staff.

Action: The industry sector group will develop a proposal on in-camera sessions and present it at the next executive committee meeting.

7 Information Reports and Opportunity for Questions

7.1 Executive Director's Report

Discussion:

- There was no discussion on this item.

7.2 Government of Alberta Update

Discussion:

- **Q:** Under item 10, the EPEA Code of Practice for asphalt paving plants, the update says there is no update, but the existing code is from 1996. Is this item identified because it needs an update?
A: The Code of Practice is intended to be reviewed every 10 years and is therefore overdue for an update. The update will be based on external consultation before finalized and published. The update is in the early stages.
- With respect to item 9, the annual emissions inventory report is a great document. There is significant value for Albertans and others. Many other jurisdictions are interested in accessing Alberta's emissions data and now there is a report to point to.
 - Though there was initial resistance to developing the report, most people have been happy to see it and are reassured about the value of it.
 - Perhaps a webinar on the report would be useful.
- **Q:** There has been talk of staff changes in AEP. Is this a reorganization or normal staff turnover?
A: There is no restructuring happening. People are moving on and taking other jobs, and there is backfilling as a result.
- For item 14 (Five-year provincial air quality and deposition monitoring, evaluation and reporting plan), the GoA has been given the thumbs up for final release. A webinar will be held on the plan, and then it will be released. Ideally, there will not be overlap with the CAAQS webinars, but GoA would like to get the plan out as quickly as possible.

Action: CASA will follow up with GoA to determine if they would like to share information about the annual emissions inventory report and five-year provincial air quality and deposition monitoring, evaluation and reporting plan through webinars hosted by CASA.

7.3 Other Sector Updates

Andre asked whether there were any other updates from sectors to share.

Discussion:

- Fort McKay, through the Oil Sands Monitoring and community-based programs, will be undertaking dust fall monitoring, and is developing a plan for dust fall in conjunction with the Wood Buffalo Environmental Association. The best practices guide for dust management would have been useful as a reference. The group is looking for ideas and experience in dust fall measurement and techniques. Board members should get in touch with David Spink if they have experience and could contribute to the project.
- ENMAX, in a joint venture with Capital Power, completed an upgrade to the Shepherd cogeneration plant, which will create more electricity using less natural gas. That means a reduction in NO_x emissions, which is relevant given the current projects. There was no requirement for the upgrade; it was an economic decision.
- In the forestry sector, a company is leading a project to set up an ambient air quality station set up in the town of Whitecourt in the West Central Airshed. The station should be in place next year.
- Any links about the news shared can be sent to Andre or Anuja. It will be included in the minutes for easy access to information.

8 New/Other Business

No new or other business was identified when the meeting agenda was approved.

Discussion:

- **Q:** What is the timing of the dust management work? The statement of opportunity was approved, and the group is awaiting direction on when to start.
A: The board approved the two SOOs (IRTAQ and Dust management), and decided to sequence two projects, with the IRTAQ project starting first, and the Dust management project would start up as the IRTAQ project is close to wrapping up. The dust project has not yet begun. (note: the IRTAQ team received an extension earlier in the meeting). Staff capacity is reduced as we try to backfill a project manager position. The plan is still for the dust group to begin as the IRTAQ Project Team approaches completion of their work.
- **Q:** The minutes from project teams and board meetings have not been posted to the website.
A: Board meeting minutes are posted to the website after they approved by the board at the following meeting. Project team minutes are not posted on the website.

Andre provided a few final reminders:

- The formal release of the EFR project materials will happen before the December board meeting. The board should keep an eye out for a distribution package. Advance notification on release will be provided a week prior to the actual release.

- There are some spaces available for the September 22 Indigenous relations training session.
- Stay tuned for an update on CASA-hosted webinars on the 5-year air quality monitoring and atmospheric deposition monitoring, evaluation and reporting plan or the air emissions inventory.

Evaluation forms for the meeting will be distributed after the meeting.

Andre thanked the staff, team members, and board members for their contributions to the organization.

The next meeting is scheduled to occur on December 6, 2021. Andre noted that meeting could be in-person, but a formal decision will be made closer to the meeting date. For that meeting, CASA has access to the federal building, so if it is in-person the meeting will be in Edmonton.

The meeting was adjourned at 11:52 a.m.

The following action item arose from the meeting:

Action: The industry sector group will develop a proposal on in-camera sessions and present it at the next executive committee meeting.

Action: CASA will follow up with GoA to determine if they would like to share information about the annual emissions inventory report and five-year provincial air quality and deposition monitoring, evaluation and reporting plan through webinars hosted by CASA.