

# Clean Air Strategic Alliance (CASA) Board of Directors Meeting



December 14, 2023

## Edmonton and Teams Conferencing

\*Denotes attendance via Teams conference

### In attendance:

#### CASA Board Directors and Alternates:

Ahmed Idriss, Utilities  
Alison Miller, Petroleum Products\*  
Amber Link, Local Government - Rural\*  
Ann Baran, NGO Rural  
Bill Calder, NGO Urban  
Brent Korobanik, Heidelberg Materials North America\*  
Dan Moore, Forestry  
David Spink, NGO Urban  
David Lawlor, Alternate Energy\*  
Don McCrimmon, Oil and Gas Large Producers\*  
Holly Johnson-Rattlesnake, Samson Cree Nation  
Jamie Curran, Provincial Government – Environment

Jim Hackett, Utilities  
Kallie Wischoff, Local Government – Rural\*  
Kasha Piquette, Provincial Government – Environment\*  
Leigh Allard, NGO Health  
Mark McGillivray, Alternate Energy\*  
Martin Van Olst, Federal Government  
Rob Beleutz, Mining  
Rob Hoffman, Petroleum Products  
Ruth Yanor, NGO Industrial\*  
Shane Lamden, Chemical Manufacturers\*  
Tom Tarpey, Forestry\*  
Andre Asselin, CASA Executive Director

#### CASA Staff:

Alec Carrigy, Anuja Hoddinott\*, Katie Duffett, Mariem Oloroso

#### Guests:

Cam Lane, Environment and Protected Areas  
Casandra Brown, Environment and Protected Areas\*  
Crystal Parrell, Environment and Protected Areas  
Curt Horning, Environment and Protected Areas  
Jessica Sabell, Lafarge Canada Inc.\*  
Karla Reesor, Alberta Airsheds Council\*  
Marilea Pattison-Perry, Environment and Protected Areas

Martina Krieger, Environment and Protected Areas\*  
Randy Dobko, Environment and Protected Areas  
Rhonda Lee Curran, Environment and Protected Areas  
Sharon Willianen, Environment and Protected Areas  
Wendy Birch, Environment and Protected Areas

#### Presenters:

Kasha Piquette (*Opening remarks*)  
Andre Asselin, *2023 Year in Review (Item 2.0)*  
Andre Asselin, *CASA's Multi-Year Communication Strategy Results, Approach to Sector Updates, and Next Steps (Item 3.0)*  
David Spink and Jessica Sabell, *Best Practices for Dust Management in Alberta Project Team (Item 4.0)*  
David Spink and Rob Hoffman, *Air & Waste Management Conference Committee (Item 5.0)*  
Ann Baran, Rhonda Lee Curran, and Rob Hoffman, *ROVER III Project Team (Item 6.0)*

Casandra Brown, *Information Presentation on the Status of Air Quality in Alberta: Air Zones Report 2019-2021 (Item 7.0)*

**Regrets:**

Kai Horsfield, Chemical Manufacturers

Mary Onukem, Métis Settlements General Council

**Clean Air Strategic Alliance  
Board of Directors Meeting  
December 14, 2023  
Edmonton and Teams Conferencing**

---

**Executive Summary**

---

President Kasha Piquette provided opening remarks and spoke to board members about the importance of communicating about the work Alberta is doing in the air quality space.

Two new alternates were welcomed to the board, Kallie Wischoff representing Local Government – Rural, and Tom Tarpey representing Forestry. Bill Calder, representing NGO Urban, announced his retirement from the board.

The board received an update on the Multi-Year Communications Strategy and feedback that had been submitted by board members via a survey that was sent out after the last meeting. The board decided there is value in providing more opportunities for sector representatives to share information on their sector’s work and priorities and will discuss potential formats for that information sharing with their sector groups.

The co-chairs of the Best Practices for Dust Management in Alberta Project Team provided a presentation and requested a project extension until April 2025 due to delays in their initial RFP process. The board approved the project extension. At a previous board meeting, the board approved release of \$60,000 to support the project work. Now that a consultant has been selected, the team requires \$86,000 to initiate the contract. A call for funding will be issued after the meeting to fundraise for the remaining \$26,000.

The co-chairs of the Air & Waste Management Conference Committee provided an update. Abstracts have been submitted for a panel and two presentations, and an exhibition booth has been booked. The committee is waiting to find out whether the abstract submissions are approved, and then will begin working on logistics.

The co-chairs of the ROVER III Project Team presented an update to the board that included the current draft recommendations which are being discussed by the project team. The project team was seeking feedback on the drafts in advance of a more formal sector review process in the spring.

The board received an information presentation on the status of air quality in Alberta and the recently released Air Zones Report 2019-2021.

The board approved the 2024 core operations budget, the 2024 operational plan, and a process to update the performance measures strategy. President Kasha Piquette and Vice-president Leigh Allard were both confirmed as executive officers for another two year term in their respective positions.

A series of information reports were provided and there was opportunity to provide feedback and ask questions. The next board meeting will be held on April 18, 2024, in Edmonton.

**Clean Air Strategic Alliance  
Board of Directors Meeting  
December 14, 2023  
Edmonton and Teams Conferencing**

---

**Meeting Summary**

---

Leigh Allard convened the meeting at 9:20 a.m.

## 1 Convene Business Meeting, Introductions, and Approve Agenda

Participants were welcomed to the board meeting. There was a roundtable of introductions.

Tom Tarpey of Mercer International and Kallie Wischoff from Rural Municipalities of Alberta were welcomed as alternates for the Forestry and Local Government - Rural sectors, respectively.

The chair also noted that Bill Calder, who has represented the NGO Urban sector on behalf of the Prairie Acid Rain Coalition since 2013, is retiring from the board as of the end of the meeting.

President Kasha Piquette provided opening remarks. She stated she would be honoured to continue as President of CASA as her term was ending, and spoke about the Government of Alberta's air quality management efforts and their experience with attending the 2023 United Nations Climate Change Conference (COP28) earlier in the month. She also spoke about the valuable work CASA does and welcomed questions or comments from board members.

### Discussion:

- **Q:** What is the best way for us to get out the message that air is important for us, both for our health and wellbeing?
  - **A:** Our air quality statistics are better than many other places, but other places seem to have been doing a better job sharing that information. We need to do a better job communicating with the public. We can do better for air quality, and climate change and its impacts on forest fires make it more difficult, but we are doing well, and it is worth communicating that message and showcasing what we do.
- **Q:** You've just returned from COP28, where climate change is the focus. Air quality and climate change are related, but generally seem to be considered separately by the Government of Alberta. Climate change announcements don't seem to consider air quality, but perhaps they are more connected behind the scenes. Measures taken for one issue often impact the other, so is there a way to take a more integrated approach, and use some of the high profile of climate change to elevate the profile of air quality?
  - **A:** Discussions on emissions are discussions on air quality. It's being considered with the climate work we do. Emissions and the air we breathe is a global problem; we are adding renewables, but we can always do better. Reports from

the Government of Alberta on the state of the environment show all the factors we consider.

- **Q:** Can you give us a summary of COP28 and your key takeaways?
  - **A:** The conference was important for a couple of reasons. It included an update on what countries have done since the Paris Accord in 2015, and whether countries had met their commitments. No one had met them, and new commitments came out of this COP. The one closest to us is regulation around methane emissions and oil and gas caps. This conference happened in Dubai, which is another oil and gas producing jurisdiction, and OPEC members had a voice. Double the amount of people attended from Alberta than had in the previous year, including the Premier and the Minister of Environment and Protected Areas. We need renewables and sustainability practices, and attending COP is important to show we're serious about these issues.
- The Government of Alberta did a great job with the delegation that went to COP28. We are ahead of other jurisdictions in policy development, and some of those policies were because of CASA work. For example, CASA played a critical role in the coal phase out. The flaring and venting project that was completed in 1998 was also a critical piece of work.

After the question-and-answer period, President Piquette thanked the board members and left the meeting.

The draft agenda was included in the meeting package, and the chair reviewed it. There were no changes to the agenda.

***Decision: The agenda was approved by consensus.***

## 2 2023 Year in Review

Andre Asselin gave a presentation on CASA's accomplishments in 2023. CASA continued to maintain a blend of remote and in-person work while maintaining productivity, the board's work on strategic planning set the direction for upcoming years, and there was a focus on improving communications to share CASA's wealth of information and resources across its sectors. The presentation also included highlights of project activities, including release of the *Approaches and Solutions for Canadian Ambient Air Quality Standards Achievement* report, initiation of a project to develop a best practice guide for dust management, and the significant progress made by the ROVER III project team.

### Discussion

- No questions/comments.

**Action: Board members and alternates to send Andre their bios so they can be added to the CASA Board SharePoint and the website.**

### 3 CASA's Multi-Year Communications Strategy Results, Approach to Sector Updates, and Next Steps

At a previous meeting, the board decided on a process to update the Multi-Year Communications Strategy. Staff sent a survey to board members, and feedback received was incorporated into a revised draft strategy. Andre Asselin provided a presentation that summarized the feedback received, and also reviewed the approach for receiving and sharing sector updates, which is a new communication tool that was introduced in 2023.

Andre posed some questions to the board members:

1. What can CASA do to raise awareness of the work CASA does, and the benefits the work provides to CASA's members?
2. Is there interest in having opportunities during board meetings or other events for sector representatives to share information on what their sector does and its priorities, with the rest of the board?
3. How do board members share information with their networks, and are there approaches or tools CASA can use to support that?

#### Discussion

- In the earlier days of CASA, there were more opportunities for board members to interact and learn more about each other. It's very helpful and requires board members to be introspective about priorities and what we are trying to achieve. We just need to decide the best format for that.
- The AWC just completed a process where sectors gave updates during a special session before their annual recognition event on how they use water and their progress in water conservation, productivity, and efficiency improvements. It's part of a longer process where sectors made their own plans and set their own targets, but perhaps a similar process could be useful for CASA. It would also be useful if it could be recorded and was accessible to board members after the event.
- The board would benefit from some time to take this away and discuss it in our caucuses and explore the collective thinking around this.
- More generally, there is a limit to what we can achieve in the communication space, and it's important to leverage other resources. It would be worthwhile to look at the strategy's purpose, and maybe consider a second communications goal to encourage uptake of recommendations and study findings, particularly for our recent work. It would be a more targeted approach focusing on groups who have a role in using the products we make.
- We could have a placeholder at each board meeting to provide an opportunity to talk about what sectors are doing, innovative technologies or approaches, and barriers and challenges. It's a great idea to share more information with each other.
  - All sectors are encouraged to contact Andre if there is a project or initiative they want to talk about; it could be either presented at a board meeting or the CASA staff could arrange for a webinar.
- Good news stories are important, but sectors should also have an opportunity to talk about frustrations or challenges. There could be opportunities through CASA to help address some of those issues.

- This is an excellent idea, and it would be helpful to have some sort of format or framework to use as a basis. The lack of response to the board’s opportunity to participate in Indigenous awareness training was disappointing, but this type of interaction and information sharing between board members could provide another opportunity to create understanding.
- We have limited time together and are not all in the same room together, so that presents a challenge. There can be other avenues used to support this, such as written updates.
- The information sharing could be sector based, but individuals can also bring things forward if they would like to share.
- The informal communication that happens with our sectors outside of a CASA meeting is also very important.
- Regarding sharing information with our networks, it would be helpful if the staff provided bullet points for key messaging. People are looking for information on what CASA is doing, but there is sometimes frustration that some items of real importance can’t move forward. The multi-stakeholder consensus process is great, but sometimes the compromises required to reach consensus are not in the best interests of everyone.
- CASA could also have a more aggressive social media approach when reports are released.
  - CASA does use social media for report releases. Looking at communications metrics can be helpful for this because it will help us focus on the social media platform and type of messaging that gets the most engagement. There is a give and take involved in increasing social media presence.
- We, as sectors, should start thinking about how and what we share. It would be very valuable to share more both formally and informally, particularly on innovative approaches and advances. Knowing the ecosystem within which we work will help us advance our mission to provide strategies to assess and improve air quality for Albertans.
- The format we choose should be tailored to the desired outcomes; for example, we reach a broader audience with webinars than we do if we present at a board meeting, but there is less interaction. It’s also valuable if we can make the information accessible after the webinar or presentation.
  - Another option is presenting at board meetings but inviting observers for those sections.
- **Q:** Does CASA have a YouTube channel? Videos are a valuable way of getting information out.
  - **A:** CASA does have a YouTube channel, and webinars and presentations have been posted there. It does take some work for staff to record presentations and edit them for posting before they can be linked on social media. Videos are resource heavy when done by staff, and they cost a significant amount if done via a contractor.
- The staff can’t be experts on all things, so we need to be targeted in our approaches, use things that aren’t as resource-intensive, but can have good engagement; for example, hashtags that CASA uses in social media posts that the members can then use in their own social media posts.

## 4 Best Practices for Dust Management in Alberta Project Team

Two of the co-chairs for the Best Practices for Dust Management in Alberta Project Team, David Spink, Prairie Acid Rain Coalition, and Jessica Sabell, LaFarge Canada, provided a presentation on the work of the project team to date, including a request for an extension to their project charter.

The initial project work has taken longer than expected due to delays in the Request for Proposals (RFP) process for the project team's initial objective, which was to gather information on dust sources, impacts, and mitigation measures. The team revisited the RFP and adjusted its scope to incorporate additional project objectives and has since received quality proposals from consultants and selected a winning bid. However, due to the extra time required to revise the RFP and repost it, the team is now unable to meet the original project timeline and is requesting an amendment to the project charter to extend the timeline to April 2025.

The presentation also noted that the board had previously approved release of \$60,000 for the literature review objective. The winning bid is \$86,000; so, there is a need for a call for funding to fill the gap.

### Discussion

- The approved \$60,000 for this work was part of CASA's previous grant agreement with EPA, and that grant has since been closed. It's not clear if those funds are still available, so we may need to fundraise for more than \$26,000 to bridge the available funding and the contract total. Discussions on this are still ongoing with EPA, so there isn't a definitive answer right now on how much funding CASA has set aside for projects.
  - The call for funding potentially has greater significance then, as it's possible the \$60,000 that we previously approved may be unavailable.
  - Even if the full \$60,000 isn't available, there would likely be some funding that could be used to leverage other funding sources.
- The project team is close to signing a contract with the winning proponent; consultant bids are generally only good for a couple of months. If confirming the available funding takes longer than that, we may have to request an updated bid, and that will impact the project timeline. Ideally, a contract would be signed before the holidays.
- **Q:** If the original budget for the project came from EPA and has since expired, can we just ask EPA to re-issue those funds? If they're able to do that, then the contract can be signed with the consultant right away and we can avoid a delay.
  - **A:** The decision being requested by the project team today is on the project schedule, rather than funding.
  - There is a live discussion for the funding piece. It's an administrative function.
- **Q:** How long will it take to confirm the available project funds?
  - **A:** If the request is submitted within the next couple of days, then it would likely be sometime in the new year before there's a response.
- **Q:** Is the updated project timeline realistic, given we may have a delay in confirming the available funds?



- **A:** The process can be accelerated, and it shouldn't be a barrier. There isn't an issue with CASA's funding, and we can address this quickly, as it is an administrative item.
- If the \$60,000 that was previously approved becomes available again, we will still need a further \$26,000 to sign the contract. It's possible the call for funding won't result in any additional funds; we can't sign the contract if we've only committed \$60,000, as we're risking falling short.
- If we need to complete a call for funding before signing a contract with the winning proponent, there will likely be a delay of at least a few weeks. It's a good practice in general to do a call for funding, but in this case if the funds are available through EPA we should proceed with those, and use calls for funding for projects that don't have quite the same time constraints.
- Given that this budget request of \$86,000 is based on a consultant bid, there should be an additional 10% available to account for cost overruns, so we're not in the same situation in a few months if the consultant exceeds the contract budget.
- CASA's financial position is strong, and we could fund this project out of the current budget tomorrow if needed. There may be some policy barriers, but they can be overcome and don't require a delay in signing the contract.
- Regardless of whether EPA provides the full amount of the contract, it's not inappropriate to do a call for funding. CASA is a partnership, and the provincial government isn't the only group that benefits from these projects; it shouldn't be the only group to financially support them.
  - A call for funding is going to introduce unnecessary delays when time is of the essence.
    - CASA has an obligation to look for other sources of funds. We will be looking for \$26,000 across 17 members, which is not a large sum of money. Most projects have peaks and valleys in terms of their timelines and how quickly things can move; a delay here won't jeopardize our ability to finish the project.
- This is an administrative discussion, and we're getting into the weeds. We've been told that the funding will be there when we need it, so we don't need to delay the project while we complete a call for funding. The \$86,000 doesn't need to be available to the consultant tomorrow; the work and payments will be taking place over months.
- **Q:** Is the project team cleared to start the contract with the winning proponent?
  - **A:** Yes. The \$60,000 is available now, and if the call for members doesn't get the additional \$26,000 for the contract, it can be accommodated within the current operating budget.

**Action: CASA staff to distribute a call for funding for the dust project team with the aim of raising \$26,000 to support the project work.**

***Decision: The board approved the amended project charter for the Best Practices for Dust Management in Alberta Project Team by consensus.***

## 5 Air & Waste Management Association Conference Committee

Rob Hoffman, Canadian Fuels Association, and David Spink, Prairie Acid Rain Coalition, provided a presentation on the Air & Waste Management Association (AWMA) Conference Committee. The committee was formed at the September board meeting and was tasked with planning a session for CASA to share information on its work during the AWMA Annual Conference and Exhibition in June 2024, in Calgary.

The committee has submitted an abstract for a panel that will present information on CASA's multi-stakeholder consensus process and how it's applied in our project work. The panel will include a summary of some of our recent projects, such as the Non-Point Source, ROVER III, and the Electricity Management Framework project series. In addition to the panel, abstracts have also been submitted for the ROVER III and IRTAQ projects to have separate presentation slots.

The team is awaiting approval of the abstracts and is discussing conference logistics, such as what information should be available at a CASA table or booth, and who will be involved in the panel and presentations.

### Discussion

- This conference is a great opportunity to showcase the good work that CASA does.
- For any board members who may be interested in manning a CASA booth at the conference, the booth purchase came with exhibition passes. So, if any board members would need support to be able to volunteer, there is some available.

## 6 ROVER III Project Team

The ROVER III co-chairs, Ann Baran of the Southern Alberta Group for the Environment, Rhonda Lee Curran from Environment and Protected Areas, and Rob Hoffman from the Canadian Fuels Association, presented an update on the work of the project team.

The ROVER III project is scheduled to be complete in April 2024, and the project team decided to share the current versions of their draft recommendations and provide an opportunity for board members to discuss them and give feedback before the board is asked to approve them in April. The team is actively seeking input from organizations who are not represented on the project team, including both CASA members and non-CASA members who may be impacted if the recommendations were implemented. The team plans to have a more formal sector review process in the new year but is proactively working to address any concerns and are still in active discussion on the recommendation package.

### Discussion

- **Q:** What's the desired outcome for recommendation 3A? Is it to have an informed public opinion that will be supportive of anti-tampering measures in the future, or to convince people who may be considering tampering their vehicle, to not do so? If the latter, then the perceptions and myths on tampering piece included in recommendation 3B should also be included in 3A.

- **A:** Based on the information we have, it seems like most of the tampering is occurring with large diesel trucks, which are not often driven by the public. However, we can still include that information in the public-directed recommendation; there are still people who tamper with emissions controls on personal vehicles.
- **Q:** The Non-Point Source Project included a recommendation on anti-tampering legislation, and to reach consensus a provision had to be included so that it only applied to 2022 and newer model-year vehicles. The team couldn't reach consensus on the recommendation if it would apply to older vehicles which had been tampered before the legislation was put in place. Did that come up in discussions at the ROVER III table?
  - **A:** Yes, the ROVER III team discussed that. If anti-tampering policies or frameworks were put in place, the intent would be for it to be on a go-forward basis. The team hopes that some of the other draft recommendations can target those older high-emitting vehicles and support lowering their emissions. Draft recommendation 6, for example, is targeting improving emissions from those vehicles via incentive programs. The team is still having active discussions about what those incentives might look like.
- Draft recommendation 5, which is directed toward the federal government, would not be supported by rural Alberta. Municipalities are sensitive to federal government overreach. There might be more support for the recommendation if it could be reworded to focus on outcomes rather than federal legislation.
  - The project team engaged with ECCC on draft recommendation 5, and the information it contains is factual and correct. This recommendation could be something that Alberta champions, but it needs to be applicable to all provinces, not just Alberta. Maybe it can be reworded to emphasize that a national approach is needed.
- An added challenge is catalytic converter theft. It's becoming a large issue, and it will result in vehicles having high emissions. Many owners don't replace them once they've been stolen.
  - As this is an issue of theft, there could be a link here to the Ministry of Justice. This issue can't be solved by EPA.
- There are groups we can never hope to reach by sharing information on the impacts of tampering for health and air quality. We need policy or regulation to reach them, and recommendation 5 is a piece of that. Companies in Alberta have already been fined by the US EPA for manufacturing, selling, or installing defeat devices that end up on roads in the United States. It will be very difficult for us to address this problem in Alberta without anti-tampering policies.
- If draft recommendation 4 is only targeting vehicles on a go-forward basis, it will make it more palatable and easier to apply. Tampering is seen by many as a crime with a victim, and many people have invested money and time into it. If we have something focused on current and future model years, it isn't perfect, but it is helpful.

## 7 Information Presentation on the Status of Air Quality in Alberta: Air Zones Report 2019-2021

Cassandra Brown, from Environment and Protected Areas, gave a presentation on the recently released 2019-2021 Air Zone Report. The presentation included background on the Canadian Ambient Air Quality Standards, the results for the 2019–2021 assessment results, background on air quality management frameworks in the province, and results for 2021.

CAAQS are national air quality standards, and they have colour coded management levels. The levels range from green, where air quality is good, to red, where the standards have been exceeded. CAAQS reporting stations are either within communities, or near sensitive ecosystems.

The results of the CAAQS assessments for PM<sub>2.5</sub>, ozone, SO<sub>2</sub>, and NO<sub>2</sub>, showed that while many air zones were in the yellow or orange management levels for some of the pollutants assessed, only one air zone for a single pollutant, NO<sub>2</sub>, is in the red management level.

In addition to the CAAQS, the presentation included an assessment of air quality related to the SSR and LAR AQMFs.

### Discussion

- **Q:** The presentation indicated that the management level of the air zone is based on the highest management level found at any of the stations in that air zone, and that transboundary flows and exception events (TFEEs) are removed from that station in the assessment. Does that account for situations where the station leading to the higher management level been impacted by TFEEs, but the second-highest station isn't impacted? Could that lead to an air zone being given an inaccurate management level?
  - **A:** All stations that are in the orange or higher management levels are assessed, including removal of TFEEs, not just the station that would result in the highest management level in a given air zone. That will accommodate scenarios where the highest measuring station drops a management level due to TFEEs but the next highest doesn't, if they are both at least at the orange level.
- **Q:** It looks like all the air quality monitoring stations in the air zones are not being assessed. For example, the Peace region contains both the PAZA and PRAM airsheds, but those aren't separated.
  - **A:** The Peace region includes both the upper and lower Peace area, and all stations in the air zone that meet the citing locations for CAAQS are include. For ozone, the stations are required to be within communities. For NO<sub>2</sub> and SO<sub>2</sub>, stations that are near sensitive ecosystems are also included.
- **Q:** The orange and red management levels for CAAQS indicate that management actions should be taken to improve air quality in those areas. This assessment tells us which areas reach those management levels but doesn't tell us about what actions are being taken because of the assessments. In addition, TFEEs may be removed from the assessment, but still impact people's health; what actions are being taken for those red and orange management levels, and is anything being done for the TFEEs?

- **A:** The Government of Alberta update included in the meeting package contains a lot of information on management actions being taken for air quality; examples include an education campaign on NO<sub>2</sub> emissions from vehicles, and the Air Policy Section is working on updates for the NO<sub>2</sub> and SO<sub>2</sub> Ambient Air Quality Objectives. We are also looking at things like improving emissions inventories and modelling capacity. For air quality events like wildfires, the focus is informing the public through the AQHI and improving social media presence.
- **Q:** CASA’s IRTAQ project looked at transportation-emissions during the first year or two of COVID, and based on that work we would expect to see reductions in PM<sub>2.5</sub> and NO<sub>2</sub> during that time. Did the CAAQS assessment see those trends?
  - **A:** There was a small decrease for those pollutants in 2020, which could have been due to reduced transportation, but there was also less wildfire smoke that year. It’s hard to discern the main driver, but there was a dip in emissions.
- Originally when the AQMF was developed, the CAAQS for NO<sub>2</sub> and SO<sub>2</sub> weren’t in place, and there is now a disconnect between the two. The CAAQS are much more stringent than the AQMF, and there has been a request to update the AQMF. The approach to managing these emissions being taken by the Designated Industrial Zone in Alberta’s Industrial Heartland is progressive and could be applied to other parts of the province.
- There’s been a decreasing trend for NO<sub>2</sub> over the last 10 years, but the provincial average has been relatively static in recent years.

## 8 Administration

### 8.1 Meeting Summary from the September 7, 2023, Board Meeting

The meeting summary from the September 7, 2023, board meeting was included in the meeting package. Several clarifying edits had been submitted following the meeting and were incorporated into the version in the meeting package.

#### Discussion

- The minutes include an action that the CASA vision will be revised once the mandate and roles document is received; that should be changed to indicate they will be reviewed, as it’s unknown at this point whether they need revisions.

***Decision: The board approved the September 7, 2023, meeting summary pending the change noted above, and they will be posted on the CASA website.***

### 8.2 Review Actions from the September 7, 2023, Board Meeting

An update on the actions from the September 7, 2023, board meeting was included in the meeting package.

### 8.3 Approve the 2024 Core Budget

The proposed budget for 2024 and supporting assumptions were included in the meeting package. Andre reviewed the budget items for the board members.

#### Discussion

- **Q:** Why has the training and conferences budget been reduced for 2024?

- **A:** Most training and conferences are now being offered online, which significantly reduces their cost.

***Decision: The board approved the 2024 Core Operating Budget by consensus.***

#### **8.4 Approve the 2024 Operational Plan**

The Executive Committee developed the draft 2024 Operational Plan based on existing workload being carried into 2024 and opportunities for new work. The board package included the draft plan and details on the expected workloads at the board, executive, and project team levels, which are all supported by CASA’s staff. The Executive Committee recommended the board approve the draft 2024 operational plan.

#### Discussion

- **Q:** Will the operational plan be amended to reflect the updated timeline for the dust project?
  - **A:** Yes, it will be updated to reflect the amended project charter.
- **Q:** The plan includes placeholders for new projects; will some of the projects that had been raised as options earlier, but which weren’t chosen for working groups be considered?
  - **A:** Yes. Those can be revisited when it’s time to start a new project.

***Decision: The board approved the 2024 operational plan pending a timeline adjustment for the dust project team, as noted above, by consensus.***

#### **8.5 Approve Meeting Dates for 2024**

The Executive Committee proposed the board meet three times in 2024, on or around the same weeks as the board met in 2023, along with a field tour and recognition event paired with the April board meeting. While in-person meetings are preferred, there will continue to be an option to join the board meetings remotely.

#### Discussion

- **Q:** Is it possible for the December meeting to be held earlier in the month?
  - **A:** Staff will test earlier dates in December, and if there is availability that meeting will be hosted a week earlier.

**Action: Staff to test whether the December 2024 meeting can be held earlier in the month.**

***Decision: The board approved the 2024 meeting dates by consensus, pending a potential change to the December date.***

#### **8.6 Appoint Executive Committee Representatives**

The current terms for the Government and NGO executive officers are expiring at the end of the meeting. The current executive officer for Government, Kasha Piquette, and the executive officer for NGO, Leigh Allard, have engaged their respective groups on this issue. CASA’s bylaws require the executive officers to be board members with terms of two years, and consecutive

terms are allowed with approval from the board. If a new executive officer is named, a consensus decision is not required.

Both the NGO and Government sectors have elected to continue with their current executive officers for another term, and as such a board decision is required to confirm the appointments.

***Decision: The board approves Leigh Allard as the NGO Executive Officer and Kasha Piquette, as the Government Executive Officer, by consensus.***

### **8.7 Announce CASA's President**

Kasha Piquette's term as CASA's president is over at the end of the current meeting, and the Executive Committee considered who should be president for the next two years. At their recent meeting, the Executive Committee selected Kasha Piquette to continue as CASA's president until the end of 2025.

### **8.8 Revising CASA's Performance Measures Strategy**

CASA's Performance Measures Strategy (PMS) is due to be updated for consistency with the conditionally approved Strategic Plan for 2024–2027. The Executive Committee has proposed a process to update the PMS utilizing board input and staff support.

***Decision: The board approved the process to update CASA's Performance Measures Strategy by consensus.***

### **8.9 Update on CASA's Draft 2023–2027 Strategic Plan, and Disband the SPSC**

CASA's draft strategic plan was conditionally approved at the September board meeting. Feedback provided at the September meeting was incorporated into the draft plan, and any further review will rely on the Mandate and Roles Document for CASA which is being developed by the GoA.

The Strategic Planning Steering Committee (SPSC) was tasked with identifying an approach and timeline for the strategic planning process, which was completed with conditional approval of the draft strategic plan in September. The board was asked to disband the SPSC.

#### Discussion

- **Q:** There may be further work required on the strategic plan after we receive the Mandate and Roles Document. Should the committee be disbanded in that case?
  - **A:** The committee has completed what they were originally tasked with, and the board will address any further revisions needed.

***Decision: The board approved disbanding the Strategic Planning Steering Committee by consensus.***

## **9 Information Updates and Opportunity for Questions**

### **9.1 Executive Director's Report**

The Executive Director's Report was included in the briefing binder.

### Discussion

- We should be consistent in the language we use through CASA’s various documents and communications. We decided the word “partner” could be taken to mean a legal agreement, which we did not intend, and then avoided using it in the strategic plan. Other documents should also reflect that wording decision.
  - At this point, “partners” is largely present in older documents that were finished before the strategic planning process started. We will make sure the language is consistent with the strategic plan for future documents.

## **9.2 Government of Alberta Update**

The Government of Alberta update was included in the briefing binder.

### Discussion

- **Q:** The Annual Emissions Inventory Report (AEIR) Standard and guidance Document: 2022, 2023, and 2024 Emissions Inventory Years was recently released; was there an announcement from EPA on this?
  - **A:** The primary communication method was notification via a distribution list. There wasn’t a public announcement, but it is publicly available on the GoA website.
- **Q:** Individuals can join a variety of distribution lists so we can be notified of releases like these, but is there a master list of all the distribution lists that can be joined? CASA staff could post that information on the board’s SharePoint page so board members can join the lists they are interested in.
  - **A:** Yes, the EPA staff can provide information on those lists.
- The AEIR is a wonderful inventory, and it takes a lot of work to update. Thank you to EPA for updating it.

**Action: EPA to send Andre information on distribution lists that board members could join for updates on air-related topics.**

## **9.3 CASA Sector Updates**

The CASA sector update document is available on the Board’s SharePoint page, and a link to the document had been provided to board members in advance of the meeting.

### Discussion:

- No comments.

## **9.4 AWC Update for the CASA Board**

An update on the AWC’s project teams was included in the briefing binder.

### Discussion:

- No comments.

## **10 New/Other Business**

New business:



- A potential future project for CASA would be around the effects of wildfire smoke and methods to mitigate it. Wildfire smoke impacts our health and will likely increase in frequency in the future; a project could involve a jurisdictional review and best practices.

CASA's financial cut-off for the year is December 15<sup>th</sup>, and board members were asked to send in any claim forms by that deadline.

Evaluation forms for the meeting will be sent out electronically; board members were asked to fill them out as they help the executive committee and staff set up future meetings.

The next meeting will be held in Edmonton on April 18, 2024. The evening event will be held on April 17, and staff will look to arrange a field trip the afternoon of the 17<sup>th</sup> as well.

The meeting was adjourned at 2:57 p.m.

\*\*\*\*\*

The following action item(s) arose from the meeting:

**Action: Board members and alternates to send Andre their bios so they can be added to the CASA Board SharePoint and the website.**

**Action: CASA staff to distribute a call for funding for the dust project team with the aim of raising \$26,000 to support the project work.**

**Action: Staff to test whether the December 2024 meeting can be held earlier in the month.**

**Action: EPA to send Andre information on distribution lists that board members could join for updates on air-related topics.**