

Minutes



Odour Assessment Task Group, Meeting #1

Date: October 10, 2013

Place: CASA office, 10035 108 Street, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Atta Atia	Alberta Agriculture and Rural Development
Phyllis Chui	Alberta Environment and Sustainable Resource Development
Ike Edeogu	Alberta Agriculture and Rural Development
Gerald Palanca	Alberta Energy Regulator
Tracy Smith	CAPP (Shell)
David Spink	Prairie Acid Rain Coalition
Abena Twumasi-Smith (by phone)	Wood Buffalo Environmental Association
Celeste Dempster	CASA
Michelle Riopel	CASA

Action Items:

Action Items	Who	Due
1.1: Locate the NRCB odour complaints decision tree and the CASA Confined Feeding Operations odour subgroup decision tree and distribute to group.	Ike, Celeste	By next meeting
1.2: Celeste will distribute the BC, Scotland, and New Zealand odour guides.	Celeste	ASAP
1.3: Task group members will review the draft table of contents and send additions to Celeste.	Celeste	Timelines to match readiness for next meeting
1.4: Task group members should email Celeste any additional odour assessment resources.	All	Ongoing
1.5: Ike will provide Celeste with the contact information for City of Edmonton subject matter specialist Alan Yee.	Ike	ASAP
1.6: Celeste will poll for dates for meeting #2 in November 2013.	Celeste	ASAP
1.7: Celeste will prepare an RFP template for consideration at meeting #2 in case it is required during discussions.	Celeste	By next meeting

1. Administrative Items

Celeste chaired the meeting which began at 10:00am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

Celeste provided an update on the September 24th Odour Management Team meeting:

- The team was provided with several updates on other odour initiatives:

- The Alberta Energy Regulator (AER) has initiated a proceeding to investigate and make recommendations about odours and emissions associated with heavy oil operations in the Peace River area.
- The CEMA Air Working Group hosted a workshop on September 11, 2013 in Calgary to discuss strategies for managing odour in the Wood Buffalo area. Celeste and Joseph Hnatiuk attended on behalf of the CASA Odour Management Team and Keith Denman and David Spink were also in attendance as members of the CEMA Air Working Group. The workshop presenters, Odotech, gave a general overview of odour and then led four focused conversations on ambient odour criteria, management strategy, odour control technology and community involvement. Workshop material is available on the Odour Management Team login page on the CASA website.
- At the meeting, the Odour Management Team brainstormed types of odour issues and situations that are relevant to Alberta as outlined in Step 2 of the Odour Assessment Task Group Workplan. This information will be used to guide information gathering about odour assessment tools and practices and develop Step 3 and 4 deliverables. This brainstorming exercise was the first step towards addressing Step 2 and its fulfillment will likely be an iterative process between the task group and the team.

2. Task Group Dynamics

Celeste provided an overview of CASA, the collaborative consensus process, CASA's *Guide to Managing Collaborative Processes* and the work of the Odour Management Team. Task group members had the opportunity to ask questions and discuss as required.

CASA and the Collaborative Process:

CASA is made up of three components:

- Board:
 - 22 members from government, industry and non-government organizations
 - Oversees and provides strategic direction for CASA
 - Meets 4 times annually
- Secretariat:
 - Oversees the day-to-day operations of CASA
 - Responsible to the Board
 - Are the process experts
- Teams:
 - Responsible to the Board and to the constituents they represent
 - All team members have roles and responsibilities which can be found in CASA's *Guide to Managing Collaborative Processes (MCP)* (page 19-25).

CASA's operational budget is funded by a grant from Alberta Energy.

CASA uses a collaborative, consensus process to work together and make decisions. This means that participants focus on interests rather than positions and strive to reach consensus - where consensus is defined as all parties can agree to the decision as a whole and can live with the final package. This process is described in detail in CASA's *Guide to Managing Collaborative Processes* which is available from the CASA website.

Overview of Odour Management Team:

- The issue of odour management was brought forward by all three of CASA's stakeholder groups (government, industry and NGO). Some initial scoping was done and the CASA Board approved

the formation of a small working group to create a 'Project Charter' which would outline the work for a CASA Odour Management Team.

- The working group considered the broad issue of odour management as well as what could be accomplished by a CASA team in 18-22 months and prepared the project charter for Board consideration:
 - Rather than focus on specific odours or odour producing activities, the team will focus on creating strategies, processes, etc. that can be applied to all sectors and odours.
 - The project charter outlines seven topics of objectives (complaints, odour assessment, health, prevention/mitigation, enforcement/role of regulation, education/communication/awareness, continuous improvement). There is an upfront recognition that the team may be able to delve more deeply into some topics than others, but at no point should ignore the interrelated nature of the seven topics.
 - The team is responsible to the CASA Board for two deliverables: A final report with package of recommendations, and a Good Practice Guide.
 - The Good Practice Guide is intended to be a user-friendly version of the final report and act as a communication tool to help share and apply the work of the team.
- To meet the 18-22 month timeline, the team will use small task groups. A task group is responsible for completing a piece of work that will subsequently be reviewed by the team and incorporated into the overall work of the team. This will help to the team to complete their work in a timely manner by making efficient use of resources. A task group reports to and coordinates with the team on a regular basis. The team provides oversight for all task groups. The team holds the final-decision making authority over the work of the task group.
- The team has prioritized three areas where work will begin first: odour assessment, complaints, and health.
- All task group members have roles and responsibilities that can be found in CASA's *Guide to Managing Collaborative Processes* (page 19-25). Task group responsibilities include:
 - Clearly articulating the interests of the stakeholders they represent
 - Establishing effective communication with decision maker in the organizations/groups they represent
- The task group discussed how to include input from affected communities. The team had also discussed this issue and noted that NGOs and municipal representatives bring some of this input forward. Other strategies brought forward by task group members include workshops and attendance at meetings by invitation as appropriate. The task group will continue to be mindful of this as work moves forward.

Following Celeste's overview, the task group continued discussing how they would work together.

Ground Rules:

Task group members were asked to list meeting behaviours they had experienced in the past that contributed to a bad meeting:

- High emotion leading to personal attacks, making it personal
- Talking for the sake of talking
- Off topic
- Getting off agenda
- Feeling ambushed, inadequate pre-reading material provided
- Running late
- People are unprepared, don't review material
- Assumptions about motives
- Hidden agendas, not being forthright
- Circular talk with no resolution
- No forward movement
- Break in communications, people aren't in the loop
- Backtracking

- No common purpose/goal

By reversing this list, the task groups discussed what behaviours lead to a positive meeting experience. Based on this list, the Task Group modified the Odour Management Team's ground rules to create their own set that will be used to guide how the Task Group will work together going forward:

- Focus on interests, not positions
- Respect the values and interests of others
- Listen to learn
- If you have a concern speak up
- Contribute to an environment where people feel safe to be creative and take risks
- Honour commitment and responsibilities
- Keep comments on topic
- Come prepared to meetings
- Set objectives for each meeting and stay on topic
- Keep task group communication consistent and timely

Operating Terms of Reference:

Task group members reviewed the team's Operating Terms of Reference which describes logistics for working together. In particular, they focused on sections:

- Section 10 - Requirements for quorum: A representative from each of industry, government and non-government organization must be present.
- Section 12 - Non-attribution: Any concepts or ideas suggested by a team member will not be attributed to that individual or organization outside of the discussions.
- Section 13 - Discussion with prejudice: In a genuine effort to maintain creativity and ensure open and honest dialogue, all discussions will be "without prejudice". I.e. Team members will not be viewed as having committed to a particular solution being discussed prior to reaching agreement on a complete package of recommendations. All team members are responsible for creating an environment where the team can talk about possibilities, explore issues, and take risks without fear.
- Section 14 - Definition of consensus: Consensus is defined as all parties can agree to the decision as a whole and can live with the final package
- Section 18 - Protocol for overcoming impasse (see Operating Terms of Reference)

Chairs:

Task group members selected two co-chairs: David Spink and Tracy Smith.

3. Debrief Workplan and Workplan Implementation

The task group had a productive initial discussion about the workplan, including adding details around deliverables and process. This discussion will continue at meeting #2.

The task group's discussion of the workplan focused mainly on Step 1. The group considered what this deliverable would look like, noting that it likely has two components: an upfront context piece followed by a tools piece. Highlights of the discussion include:

Tools Piece:

- Should note when each tool is appropriate and interactions between tool categories
- Tool categories:
 1. Ambient odour monitoring

- Has to do with quantifying odour
 - Ex. VOC monitoring, passive monitors (often not helpful)
 - Different techniques may be needed for different source types. For example, analytical techniques may be appropriate in some situations while sensory techniques may be appropriate for others.
 - 2. Emissions characterization
 - Source identification
 - Existing emissions inventories
 - Emissions sampling (e.g., stack sampling)
 - 3. Dispersion modeling
- Could break tools down further
 - Ex: area, point. Then break it down by sources falling within that category, then identify appropriate suite of tools for each source, possibly by likely emissions
- Can compare modeling outputs to ambient odour monitoring
- Can use information from 1, 2, and 3 to do an odour assessment. Information from 2 and 3 can help us to understand 1.
- Tolerance level is not within scope of this task group (possibly falls under health or enforcement work)
- How to use assessment tools and information from the tools – could feed into work of other task groups
- What are the criteria for a successful odour assessment?
- Need to consider how well tools have worked in the past

Context Piece:

- Background on tools
- What are other jurisdictions doing
- Putting information into Alberta context
- Overview of odour assessment
- General information about triggering
- How to use tools and info that tools can provide
- Tools
- Alberta specifics
- Example of how to work through the Tool piece using a fictitious scenario
 - Tool specific case study
 - Big picture overview at end of work
- Will need to coordinate this piece with other task groups to avoid overlap, need to keep focused on assessment (not get too general)

After a general discussion about the context piece, the task group decided to brainstorm a table of contents for this piece using the table of contents from the *Good Practice Guide for Assessing and Managing Odour in New Zealand* as a starting point (numbers refer to order in New Zealand table of contents):

- Odour assessment glossary
- 2.1: What is odour? (opener – should be short)
 - Definition
 - 4.1: What is odour assessment, why do it and when
 - General wording about what triggers a response (main work on triggers falls under work of Complaints Task Group)
 - Perception in odour assessment (ex. objective vs subjective measurement)

- Appendix 6: Odour thresholds for individual chemicals – general discussion
- 4.2: What do you need to know (ex. periodic, activity-related)
 - Sources types
 - Emissions that cause odour
 - Synergistic effect
- Description of tools/background including pros and cons and X-jurisdictional feedback on success of tools
- Tools:
 - Ambient odour monitoring
 - Emissions characterization
 - Dispersion modeling
 - Trend analysis
- Appendix 1: Odour assessment decision trees
- Appendix 4: Example odour diary record sheet

Action Item 1.1: Locate the NRCB odour complaints decision tree and the CASA Confined Feeding Operations odour subgroup decision tree and distribute to group.

Other discussion highlights include:

- What is odour assessment?
- What is the purpose of assessment?
- How does our document apply to odour emissions sources?

With respect to Step 3 and 4, the task group noted that:

- Step 4 should distill Step 3 upwards. It acts as a ‘Coles Notes’ version/executive summary that would help as an initial screening when you use Step 3. It could take the form of a fact sheet.
- Not sure the best way to do Step 3 and 4 yet.

With respect to Step 2, the task group noted that:

- The brainstorm from the team can help to provide context for Step 1.
- Incorporating Step 2 information will be an iterative process.
- The team could be asked to prioritize Step 2 information.
- Could compare how each tool is used against Step 2 information.
- May need to ask team how much detail is wanted.

The task group discussed next steps to move the workplan discussion forward. Celeste will type up the draft table of contents the group brainstormed today and email it to the group. The group will continue to populate the table of contents (bullet points) using their knowledge and the table of contents of other guides:

- Final Report Odour Management in BC: Review and Recommendations
- Odour Guide 2010 (Scottish Environment Protection Agency)
- Good Practice Guide for Assessing and Managing Odour in New Zealand

In continuing to populate the table of contents task group members should keep in mind that this piece of work should focus on odour assessment and not odour in general. Celeste will compile member feedback on the table of contents and distribute it for discussion at meeting #2.

Action Item 1.2: Celeste will distribute the BC, Scotland, and New Zealand odour guides.

Action Item 1.3: Task group members will review the draft table of contents and send additions to Celeste.

Action Item 1.4: Task group members should email Celeste any additional odour assessment resources.

4. Task Group Membership

The task group reviewed current membership - the goal of this exercise being to check that interested parties are being engaged at the right level and in the most efficient manner, and to fill any gaps that might be identified. Membership is an iterative process and the group will review it periodically. Highlights of the discussion are as follows:

- It may be useful to have a representative from the municipalities. At the time of task group formation, the Alberta Urban Municipalities Association (AUMA) was not able to provide a representative. There is a representative from AUMA on the Odour Management Team.

Action Item 1.5: Ike will provide Celeste with the contact information for City of Edmonton subject matter specialist Alan Yee.

5. Budget

The task group received an update on funding. It was noted that the Odour Management Team is responsible for fundraising and the task group will need to keep in regular contact with the team with regards to funding.

- ESRD grant:
 - The ESRD grant for \$150,000 has been approved in principle. It is not known when the money will be received.
- NAPECA:
 - A pre-proposal to the North American Partnership for Environmental Community Action (NAPECA) grant program has been submitted for \$40,000. This program aims to build partnerships at the community level that support healthy communities and ecosystem, encourage climate-change activities through the transition to a low-carbon economy, and advance innovative projects that could assist in greening the economies of Canada, USA, and Mexico. Full proposals will be invited 12 November 2013 (if selected to advance).
- Industry:
 - Discussions continue within the industry caucus.

6. Meeting Wrap-up

The team reviewed the action items from today's meeting.

Next meeting:

- Meeting #2 will take place in Edmonton
- The following meeting will take place in Calgary. The ratio of two Edmonton meetings to one Calgary meeting can be reviewed as required.

Action Item 1.6: Celeste will poll for dates for meeting #2 in November 2013.

Objective for next meeting:

- Review and discuss table of contents
- Discuss how this information will be gathered
 - If required, discuss RFP for work and criteria for evaluating RFPs
 - If an RFP is required, the group will generate criteria for evaluating the RFPs to select a consultant.

Action Item 1.7: Celeste will prepare an RFP template for consideration at meeting #2 in case it is required during discussions.

The meeting adjourned at 3:15pm.